



## Stormwater Specialist

**Job Type:** Part-time  
**Date Posted** February 3, 2016  
**Location:** Williston, VT  
**Duration:** Indefinite

### Job Description:

#### Summary:

The Winooski Natural Resources Conservation District (WNRCD) seeks to fill a part time Stormwater Specialist position in Northwest Vermont. We anticipate that the position could become full time with the right candidate. The Stormwater Specialist is predominantly responsible for managing our stormwater projects throughout the Winooski Conservation District. Currently, our programs include the coordination and implementation of effective stormwater conservation programs and projects with partner agencies, towns, not-for-profits, and individuals through education, outreach and implementation of identified projects.

#### Geographic Region:

The Winooski Natural Resources Conservation District includes all of Chittenden County, all of Washington County and the towns of Orange, Williamstown and Washington in Orange County, Vermont. The Stormwater Specialist will serve the entire District, and be based out of the Williston USDA/NRCS field office. Travel to the Berlin USDA/NRCS field office will be required for monthly board meetings and staff meetings.

#### Duties and Responsibilities:

The incumbent will work to coordinate and implement effective stormwater conservation programs and projects in the Winooski District with partner agencies, towns, not-for-profit groups, and individuals. This will include assistance to the Chittenden County Stream Team, facilitation of grant funded projects and the assistance with District wide programming, amongst others. Duties will include the development of new grant funded projects and programs based on local needs in coordination with the District Manager (DM), statewide technical staff, Board of Supervisors, and partners; research, develop and assist with the administration of funding through grants, foundations and donations, provide outreach and technical support under the direction of the DM to the community by developing outreach materials, coordinating and hosting educational workshops, publicizing Districts activities and programs, and assisting with stormwater practice installations.

#### Skills:

The candidate will have a background in environmental sciences (degree and/ or experience), a working knowledge of current state legislation affecting stormwater mitigation, outstanding organizational and communication skills, and the ability to prioritize tasks and to work independently and collaboratively as part of a team. Preference will be given to those with experience in grant writing and administration, outreach and education and stormwater implementation.

#### Core Duties Include:

The primary task will be to provide technical and educational assistance to partners with an emphasis on reducing and eliminating pollution from stormwater runoff at the source and helping to address water quality impairments, including contributing to the restoration of the water quality of Lake Champlain in related TMDL measures.



### **Technical**

- Coordinate and implement effective stormwater conservation programs and projects in the Winooski District with partner agencies, towns, not-profit groups, and individuals. This will include assistance to the Chittenden County Stream Team, amongst others.
- Develop new projects and programs based on local needs in coordination with the DM, statewide technical staff, Board of Supervisors, and partners.
- Provide outreach and technical support under the direction of the DM to the community by developing outreach materials, coordinating and hosting educational workshops, publicizing Districts activities and programs, and assisting with practice installations.
- Assist with established District conservation programs such as the annual tree sale and conservation farm and forest tours in partnership with the DM.
- Develop partnerships with other conservation organizations with similar missions that can provide support and assistance to the District and our mission.
- Planning, designing and on-the-ground implementation of conservation initiatives for individual landowners, schools, municipalities, and other groups identified.

### **Administrative**

- Work under direction supervision of the DM, be responsible to the District Board of Supervisors, and receive program guidance and technical assistance from the NRCDC Conservationist Staff in Williston or Berlin.
- Prepare monthly progress reports for the District Board of Supervisors.
- Submit bi-weekly timesheets and monthly expense reports to the DM and Bookkeeper.
- Be willing to commute to the Berlin NRCS/NRCDC office.
- Assist with development and management of District fundraising activities and help build District capacity.
- Research, develop, and assist in the administration of funding (grants, foundation support, partner match, invoicing for services) for conservation projects.
- Assist the DM as needed with newsletter, annual meetings, website updates, intern and volunteer management, annual work plan, and other organizational tasks.
- Develop an understanding of the Winooski NRCDC’s annual and long term priorities and explore new program possibilities in order to help the District meet the local natural resources needs.
- Collaborate with partner agencies, towns, non-profit groups, and individuals
- Assist with a range of WNRCD communications efforts both online and in print.
- Write grants for the long-term continuation and, if possible, growth of the position.

### **Supervision:**

The Stormwater Specialist will be an employee of the WNRCD. Direct supervision will be by the DM, who is responsible to the District Board of Supervisors. Guidance and workload prioritization will be provided by the DM. In addition, guidance from other District Managers throughout Vermont or from the Vermont Association of Conservation Districts (VACD) may be provided in relation to the stormwater community, current clean water legislation or quality issues affecting the entire state. Changes in duties and program direction must be approved by the WNRCD District Manager.

### **Qualifications:**

Bachelor’s or Associate’s degree in a biological-life or physical science, engineering, or an environmental or natural resources field OR a bachelor’s degree in any field AND two (2) years or more at or above a technical level in an environmental or natural resources field.



**Candidate must be able to receive a security clearance to work on the USDA NRCS computer system and have access to Personally Identifiable Information (PII).**

**Critical Skills Needed:**

- Knowledge of Vermont stormwater issues related to the Clean Water Act;
- Knowledge of on-the-ground stormwater treatment installations and practices;
- Knowledge of and/or experience with mitigating water quality and non-point source pollution concerns;
- Comfortable with field work;
- Map development, interpretation and experience with and knowledge of GIS;
- Self-organizing and goal setting; detail-oriented in data collection and communication;
- Experience in volunteer coordination with a special focus on citizen scientists and grassroots initiatives
- Background in outreach and education in targeted landowner stormwater issues;
- Willingness to travel throughout the District and to work occasional evenings and weekends;
- Strong interpersonal, written and research skills, and
- Ability to work independently and as part of a team.

**Important Skills:**

- Computer Skills;
- Practical stormwater practices;
- Knowledge of Conservation Districts and of local, state and federal conservation programs.

**Requirements and Details of the Position:**

- Based out of the Williston NRCS Field Office.
- Travel involved throughout the District – mileage reimbursement available. Must have access to own transportation
- Be able to pass federal security clearance
- Ability to use Windows, Google Drive, and Microsoft Office programs (including Word, Excel, and Publisher)
- Part time (20 hours to start) position, with potential to grow
- Start date: ASAP.

**Compensation:** Equivalent to State of Vermont Pay Grade 19; this is a part-time, 20 hour a week, non-exempt position, with a starting wage of \$17.73 per hour. WNRCD employment is “at will”.

**How to Apply:**

Application deadline is February 26, 2016 at 5pm.

Only digital applications will be accepted.

Send Cover Letter, Résumé, writing sample and 3 references to: [corrina@winooskinrcd.org](mailto:corrina@winooskinrcd.org)

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