



Date: October 17, 2022

NEW JERSEY WATER SUPPLY AUTHORITY

JOB DESCRIPTION

Title: ASSISTANT WATERSHED PROTECTION SPECIALIST WSA

DEFINITION

Performs professional work of average difficulty, requiring some use of independent judgment. Such work includes assisting in the study/analysis and reporting of watershed conditions; the implementation of watershed management/protection projects; the characterization and assessment of watersheds, watershed management areas and river basins; the development of management plans; and public education. May be required to perform the duties of the job on an emergent basis, outside of normal work hours, as needed.¹

EXAMPLES OF WORK

Collects and analyzes water resource, land use, geographic and demographic data and information through field studies and research, and assists with preparation of clear, technically sound, accurate, informative and statistical reports containing findings, conclusions and recommendations, and drafts official correspondence regarding such reports.

Assists in the development of watershed characterizations and assessments of watershed status, trends and significant causes, relative to available standards or thresholds.

Assists in the preparation of water resource management plans and projects at the site specific, subwatershed, watershed, watershed management area and river basin scale to address substantive resource issues and assists in the development and implementation of site-specific, subwatershed and watershed projects to remedy or prevent water resource impairment.

Assists in planning and preparing for, and participates in, public information and involvement activities, conferences and meetings with appropriate individuals and groups of officials interested in or responsible for water resource activities, and prepares minutes as assigned.

Manages and stewards or assists in managing and stewarding WSA Open Space properties: Serves as an Authority's representative at meetings, hearings and conferences, and updates current maintenance and monitoring agreements as assigned. Manages or assists in managing routine property monitoring and stewardship of owned or co-owned WSA Open space properties including property hazards (including tree removal), or damage related to Open Space Properties. Compiles reporting or property condition observations and stewardship recommendations as assigned.

Develops and maintains relevant manual and computerized files, maintains property records on Authority-utilized property management software as assigned, including but not limited to all deed, documentation, correspondence with neighboring landowners or co-owning agencies, property monitoring or stewardship reporting, etc. Manages or assists in managing Open Space Property issues including disputes, and the pertinent correspondences. Identifies suitable forest stewardship sites for application in stewardship studies.

Manages or assists in managing public outreach education programs as assigned.

Manages or assists in managing green infrastructure programs such as Rain Barrel Rebate programs or similar programs.

May be required to utilize various types of electronic and manual recording and information systems used by the NJWSA and cooperating agencies.

Uses, maintains and coordinates repair of equipment utilized in water resource data collection and management.

¹ Note: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in the job description. Conversely, not all duties performed on the job may be listed.

REQUIREMENTS

Education and Experience:

Graduation from an accredited college with a Bachelor's degree in environmental science, soil science, ecology, water resource management, forestry, chemistry, hydrology, geology, biology, zoology, environmental planning or other field of science or planning related to watershed or water resource management; or Graduation from an accredited college with a Bachelor's degree in civil, environmental, agricultural or sanitary engineering, or field of engineering related to watershed or water resource management.

NOTE: Possession of a valid Professional Planner's license by the New Jersey State Board of Professional Planners may be substituted for the Bachelor's degree in planning.

License: Must possess a valid motor vehicle license.

Considerable Knowledge of:

Database and current word processing software for personal computers; principles, methods and procedures used in the assessment of watershed status, trends, and causes.

Basic Knowledge of:

- Principles, methods and procedures used in the development of watershed management and protection plans and projects.
- Public education and public involvement principles, methods and procedures.
- Land use management techniques for the protection of water quality, water quantity and aquatic ecosystems.

Ability to:

- Meet and work effectively with the general public, elected officials and other government agencies regarding water resource, management and planning matters.
- Understand, analyze, interpret and apply Federal, State, and local laws and regulations etc. pertaining to water resources control, environmental impact analysis, water supply, water quality and land use management.
- Acquire considerable knowledge of the surface and subsurface waters of the State, including water yield and water quality consideration, and the social and economic issues incidental to the development, allocation and conservation of these water resources.
- Analyze problems, conduct studies, organize assigned work, develop effective work methods, and prepare clear, concise and effective reports thereon including conclusions and recommendations.
- Utilize various electronic and manual recording and information systems used by the authority.
- Perform all assignments safely by following job safe procedures and Authority Safety Policies and Procedures and commonly accepted safety practices, and by utilizing appropriate protective apparel and/or safety equipment.
- read, write, speak and understand English sufficiently to perform the duties of this position. American sign language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

SALARY RANGE: 20

A Forty (40) Hour, No Limit (NL) position