

Job Description

Position Title: Project Maintenance Program Manager

Accountable To: Administrator

FLSA Status: Exempt

Primary Objective of the Position:

Performs complex professional work operating and maintaining MCWD’s capital projects and lands within the watershed. Responsible for MCWD’s flood response planning, implementation, and operations of Grays Bay Dam. Oversees a small team of project maintenance personnel.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

Strategic Planning, Leadership and Management

Lead the development, execution, evaluation, and improvement of a clear strategy for maintaining projects and managing land that delivers MCWD’s *Balanced Urban Ecology* brand promise of creating amazing places within the watershed that improve water quality and mitigate flooding.

Effectively build, motivate, inspire, and coach a high-performance team to consistently achieve the program’s strategic objectives.

Direct and oversee all management activities necessary to achieve the program’s strategic objectives, including the development of systems, plans, policies, procedures, budgets, and progress reports.

Procure and oversee the consulting services needed to achieve the program’s strategic objectives.

Capital Project Maintenance and Land Management

Collaborate with Project Planning and Research and Monitoring teams to (1) use the design process to develop clear expectations, memorialized in agreements, for maintaining and operating capital projects in coordination with partners; and (2) identify and surface project performance issues and solutions immediately following construction.

Assemble, align, and direct intra-departmental teams to facilitate the implementation of MCWD’s project maintenance and operations strategic priorities.

Build and maintain a data management system, cataloging MCWD’s capital project assets, to assist in the planning and implementation of project operations and maintenance.

Analyze project monitoring data to develop predictive maintenance plans and prioritize maintenance, while continuously improving operations.

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Develop policies and standard operating procedures to guide the prioritized collection of project data, via staff and contracted consultants.

Direct and oversee staff and contracted consultants to implement the necessary maintenance and operations of District capital projects and lands.

Oversee and direct land conservation planning and management services for the organization in collaboration with public agency and non-profit partners. Including, establishing land conservation strategic priorities, negotiation of easements, planning and ultimate management of land consistent with land stewardship policies and ecological goals for properties.

Build relationships and maintain open and transparent lines of communication with MCWD's partners to support the maintenance and operations of MCWD capital projects and lands.

Gray's Bay Dam Operations and Flood Response Planning

Direct and oversee the operation of the Grays Bay Dam, to manage water levels on Lake Minnetonka and discharges within Minnehaha Creek to prevent flooding, manage baseflow, enhance ecology, and support recreation.

Collaborate with other government partners (e.g., National Weather Services, U.S. Geological Survey, Department of Natural Resources, Hennepin County) and Research and Monitoring staff, to continuously improve MCWD's predictive management of Gray's Bay Dam.

Collaborate with Research and Monitoring and Outreach staff to strategically manage public communications related to Gray's Bay Dam.

Develop, evaluate, and continuously improve MCWD's emergency flood response plan, governing organizational response during times of extreme flooding in the watershed.

Serve as the organizational lead in hazard mitigation planning and coordinate emergency response and repairs for flood events with local, regional, and state emergency responders and the Federal Emergency Management Agency.

Education and Experience:

Bachelor's degree with coursework in natural resources, environmental science, or related field and a minimum of 3-5 years of experience in vegetation management, natural resource restoration or management, project management, or equivalent combination of education and experience.

Knowledge, Skills, Abilities and Other Characteristics:

- Knowledgeable on the design, construction, and maintenance processes for stormwater management practices and vegetation restoration projects
- Versatile project manager who is able to scope critical path, manage budgets, and deliver on timelines across multiple projects
- Knowledge of budget development, capital improvement planning, and contract management

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- Skilled leader, able to motivate and manage teams in a high-performance environment
- Driven, critical-thinking problem solver, with a growth mindset
- Ability to develop and maintain positive, cooperative, working relationships with all MCWD employees, consultants, local and agency staff, and the general public
- Ability to assess situations, conduct research, derive insights, and cultivate a strategic vision
- Flexible and adaptable to changing situational circumstances and evolving priorities
- Impactful individual contributor that deeply values the power of collaboration

Physical Requirements:

This work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts and exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

Valid driver's license.

Acknowledgement:

Employee

Date

Supervisor

Date

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.