**Position Title:** Project Maintenance Manager

**Accountable To:** Administrator

**FLSA Status:** Exempt

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**Primary Objective of the Position:**

Performs complex professional work overseeing the operation and maintenance of MCWD’s capital projects and lands within the watershed. Responsible for MCWD’s operation and maintenance of Gray’s Bay Dam, including coordinating of flood response planning and implementation. Oversees a small team of personnel.

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**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*](https://minnehahacreek.org/our-approach/balanced-urban-ecology/) brand promise, of creating amazing places within the watershed that improve water quality and mitigate flooding.

Effectively build, motivate, inspire, coach and provide accountability to 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 project design processes 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 interdepartmental 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 forecast maintenance needs and priorities, while continuously improving annual operations.

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

Develop and manage multi-year capital budgets to support the project and land maintenance needs of MCWD. Develop and issue request for proposals and scope of work for consulting and contracting services.

Direct, oversee and lead the project management of staff, consultants and contractors to implement the necessary maintenance and operations of District capital projects and lands.

Oversee MCWD’s stewardship of conservation easements, including inspections, communication with landowners and partners, and resolving easement violations.

Collaborate with Project Planning and Policy Planning to establish and negotiate land conservation and acquisition priorities.

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, in collaboration with Research and Monitoring, Outreach and the District Engineer, to manage and publicly communicate 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.

Continuously improve MCWD’s emergency flood response plan, governing organizational response during times of extreme flooding in the watershed.

**Education and Experience:**

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

**Knowledge, Skills, Abilities and Other Characteristics:**

* Versatile project manager, able to scope critical path, manage budgets, and deliver results across projects
* Skilled leader, able to motivate and manage teams in a high-performance environment
* Driven, independent, learner and critical-thinking problem solver, with a growth mindset
* Impactful individual contributor that deeply values the power of collaboration
* Ability to assess situations, conduct research, derive insights, and cultivate a strategic vision
* Flexible and adaptable decision maker, able to adjust to meet evolving needs and priorities over time
* Knowledge of construction, and maintenance best practices for environmental restoration projects
* Capable of leveraging data to develop multi-year budgets, capital improvement plans and contracts
* Strong written and verbal communicator, capable of maintaining relationships with MCWD stakeholders

**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:**

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Employee Date

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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.*