

Job Description

Position Title: Project Maintenance Technician

Accountable To: Project Maintenance Manager

FLSA Status: Non-exempt

Primary Objective of the Position:

Performs intermediate skilled technical work conducting inspections of District projects, facilities and lands, ensuring facilities and capital projects are maintained, overseeing contracted project maintenance, operating and maintaining Gray's Bay Dam and related work as apparent or assigned. Work is performed under the limited supervision of the Project Maintenance Manager.

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:

Capital Project Maintenance and Land Management:

Perform inspections, evaluating project success, documenting conditions, and managing inspection records for active capital projects and restoration sites, District lands and easements, and over 70 past District projects and facilities (e.g. stormwater ponds, weirs/dams, boardwalks, barns, shoreline restorations, wetland and prairie restorations) to identify maintenance requirements.

Manage consultants, engineers, and contractors performing maintenance activities on District projects and facilities. This includes developing a scope of work, bid materials, and project specifications, managing budgets and schedules, facilitating and leading public meetings, review and approval of construction and/or ecological restoration/planting plans, and providing construction oversight.

Assists in the development and implementation of management plans for District acquired lands, conservation easements and capital projects.

Engages with Project planning team to provide input on future maintenance of capital projects and provides vegetation restoration and management recommendations.

Assists in the development and maintenance of a data management system for the operation and maintenance of MCWD's capital project assets, Lands, and easements.

Gray's Bay Dam Operations and Planning:

Contributes as a member of the Gray's Bay Dam operations team, compiling and presenting data, and engaging in operational decision making and planning

Conducts operation and maintenance of Gray's Bay Dam, making periodic adjustments of discharge, recording, communicating and tracking operations, inspecting and documenting maintenance requirements.

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Program Administration:

Prepares and presents quarterly reports, recommendations, requests for Board action (RBAs) and resolutions to the Board of Managers for project maintenance and contract services.

Maintains and coordinates positive working relationships with MCWD's partners and stakeholders including attending meetings, providing project status reports, providing monitoring reports, and communicating about District maintenance activities (e.g. prescribed burns, pond dredging, vegetation maintenance).

Responds to public inquiries on dam operations and water levels, MCWD's existing capital projects and maintenance, vegetation recommendations and management, paddling conditions of Minnehaha creek, and others.

Assists in the development and management of program work plans and budgets. Including monitor, review, and approve invoices.

Provides expertise and technical support to District staff, the Board of Managers, and District partners.

Education and Experience:

Bachelor's degree with coursework in natural resource management, environmental science, project management, or related field and 2-5 years of experience in vegetation management, natural resource restoration, or equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of stormwater facility and vegetation operations and maintenance drawings, concepts, specifications, contracts, agreements, maps, models and policies.
- Thorough skill in processing and analyzing information related to GIS mapping, budgets, contracts, work plans, policies, reports, appraisals, regulations, permits, correspondence, grants and projects.
- Thorough skill in operating standard office equipment and computer equipment including related hardware and software and job-specific devices.
- Strong verbal and written communication.
- Knowledge of ecological restoration and management techniques and best practices.
- Ability to read and interpret permits, site plans and designs and to ensure compliance with appropriate ordinances and codes.
- Ability to maintain a flexible attitude toward job responsibilities and procedural changes.
- Ability to participate in educational and training opportunities to stay abreast of changing laws, technologies, and best practices related to program area.
- Ability to develop and maintain a working knowledge of the District's operations and policies.
- Ability to interact with the general public in a tactful and courteous manner.
- Help others as needed and ability to develop and maintain positive, cooperative, working relationships with all District employees/consultants, local and agency staff, associates and the general public.

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Physical Requirements:

This work requires the occasional exertion of up to 50 pounds of force; 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, using of measuring devices, operating machines, 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.

Erosion Control certification preferred or be obtained within 12 months.

Stormwater BMP Maintenance Certification preferred or be obtained within 12 months.

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.