

SNOHOMISH COUNTY JOB DESCRIPTION

AIRPORT WATERSHED MANAGER

Spec No. 3190

BASIC FUNCTION

To develop, administer, and manage activities related to the aquatic resources of the Airport, including development of mitigation plans, wetland construction, grant writing, community outreach, and serving as the focal point for coordination with other county departments for watershed related activities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plan, organize, coordinate, and supervise the construction of wetlands for mitigation.
2. Participates in and makes recommendations concerning the hiring and scope of work for consultants and contractors; advise and train subordinates as necessary.
3. Develops, recommends, and implements watershed goals and policies as determined by the Airport.
4. Manages and coordinates significant aspects of major wetland mitigation which involve planning, engineering, legal, financial, political, aquatic issues; consults with other county jurisdictions and agencies and secures departmental and council approval as required
5. Plans, develops, and implements aquatic projects or activities within the Airport watershed(s) that integrate recommendations of airport master plan, that are consistent with county planning efforts and regulations and that have the realest potential for improvement in the surface water quality, quantity, and related habitats in the watershed.
6. Provide technical assistance for negotiations with regulatory agencies and local jurisdictions on watershed related issues.
7. Lead the environmental and construction permit process for watershed projects at the federal, state and local levels.
8. Responsible for the contracting, ordering, receiving, and maintenance of plants for the constructed wetlands.
9. Compile and track all information and data relevant to the Airports' watershed projects for budgeting, auditing, and grant writing and reporting.
10. Research, prepare, submit, and manage various grant proposals; draft and monitor grant award contracts; coordinate and monitor work completed by grant funded subcontractors; administer accounting of environmental grants.
11. Serve as a staff representative on various technical advisory committees, commissions, and interest groups; coordinate the formation and activities of various groups and volunteers; give presentations to various groups.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Recruit volunteers for airport watershed projects.
13. Serve a liaison between the general public, government, and private officials and interest groups.
14. Arrange for, set up and/or participate in public meetings, hearings, and council sessions; develop strategic approaches for presenting sensitive issues and information to a variety of audiences; act a divisional representative; prepare or supervise the preparation of graphic, displays, brochures, leaflets, and slid shows; prepare oral and written presentations.

STATEMENT OF OTHER JOB DUTIES

15. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in environmental science, watershed or water resources management, AND, three (3) years of experience in work directly related to aquatic resource management, grant writing, and public outreach; OR, any equivalent combination of training and /or experience that provides the required knowledge and abilities. A master's degree is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles of watershed ecology;
- the practices and procedures of environmental regulatory agencies;
- wetland banking principles;
- relevant county codes and regulations regarding environmental and construction permits;
- principles and practices of contract negotiation and administration, purchasing, and bid award procedures;
- research and data collection techniques;
- current literature, trends, regulations, and developments in wetland biology and wetland mitigation;
- personal computer software, such as Excel, Word, Powerpoint, MS Publisher.

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- establish and maintain effective working relationships with superiors, peers and the general public;
- read, interpret, and apply legal documents;
- communicate effectively both orally and in writing;
- use personal computers and related software;
- independently prepare and implement comprehensive programs;
- supervise professional staff involved in implementing airport watershed programs, including contractors and engineers;
- plan, organize and supervise the work of professional staff;
- writing skills, oral and presentation skills.

SUPERVISION

The employee reports to an administrative superior as assigned.

WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at work sites.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1997
Previous Spec No. 210055
EEO Category: 2 - Professionals
Pay Grade: 243 – Classified Pay Plan
Workers Comp: 1501 - Hazardous