

SNOHOMISH COUNTY JOB DESCRIPTION

WATERSHED STEWARD, PRINCIPAL

Spec No. 3174

BASIC FUNCTION

To develop and administer the county's Watershed Steward Program and supervise other Watershed Stewards throughout the county. Serves as the focal point for actions in a defined watershed and for water quality and quantity information.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and supervises the watershed steward program; participates in and makes recommendations concerning the hiring, discipline, transfer and termination of subordinate employees; advises, assists and trains subordinates as necessary.
2. Develops, recommends and implements approved Watershed goals and policies.
3. Manages and coordinates major water quality and quantity issues which involve significant planning, engineering, legal, financial, political and aquatic issues; consults with other county departments and divisions and secures departmental and council approvals as required; consults with other county jurisdictions and agencies as required.
4. Provides technical assistance regarding such things as minor flooding, erosion control and water quality matters to residents in a surface water management area.
5. Plans, develops and implements water projects or activities within a specific watershed that integrates recommendations of county planning efforts, that are consistent with regulatory requirements and that have the greatest potential for improvement in surface water quality, quantity and related habitats in the watershed.
6. Compiles and tracks all information and data relevant to watershed management; creates data bases of information regarding water quality, quantity and flooding.
7. Prepares, submits and manages various grant proposals; drafts and monitors grant award contracts; coordinates and monitors work completed by grant funded subcontractors; administers non accounting aspects of minor grants.
8. Serves as a staff representative on various technical advisory committees, commissions and interest group; coordinates the formation and activities of various groups as necessary.
9. Responds to conflicts and questions from and serves as liaison between the general public, government and private officials, the media and interest groups.
10. Gives presentations to various groups in Snohomish County; attends meetings and participates in or leads discussions.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

11. Arranges for, sets up and/or participates in public meetings, hearings and council sessions; develops strategic approaches for presenting sensitive issues and information to a variety of audiences; acts as divisional representative; prepares or supervises the preparation of graphics, displays, brochures, leaflets and slide/tape shows; prepares oral and written presentations including findings and reports; responds to questions and solicits input as appropriate.

STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in environmental sciences/studies, civil engineering, watershed or water resource management, forestry, geomorphology, agriculture, toxicology, wildlife biology, or aquatic chemistry; AND, five (5) years experience in work directly related to Surface Water Management. A Master's degree is preferred. Work related experience may be substituted for education on the basis of one (1) year of related experience equals two (2) years of education. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of surface water management issues;
- research and data collection techniques;
- current literature, trends, regulations and developments in the surface water management field;
- use of personal computers and related software.

Ability to:

- work effectively with a cross-section of watershed residents, businesses, specific interest groups and agencies;
- gather, evaluate and document technical data;
- read, interpret and apply legal documents;
- independently prepare and implement comprehensive programs;
- apply technical data to practical in-field problems;
- supervise professional staff involved in implementing surface water programs including other watershed stewards, contractors and engineers;
- plan, organize and supervises the work of professional staff.

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PHYSICAL REQUIREMENTS

Lifting of testing equipment and catch basin lids which weigh up to thirty (30) pounds. Walking over rough terrain through brush and trees. The ability to see stream bottoms and to trace the sources of bank erosion and stream pollution. Speaking before groups and to co-workers and employees of other agencies. Manual dexterity to prepare either handwritten or typed field notes.

SUPERVISION

The employees report to an administrative superior as assigned. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employees supervise professional level and technical staff.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for the purpose of attending meetings and making site visits. The employee is required to work evenings, weekends and holidays as necessary.

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: February 1993

Previous Spec No. 450504

EEO Category: 2 - Professionals

Pay Grade: 243 – Classified Pay Plan

Workers Comp: 1501 - Hazardous