

# SNOHOMISH COUNTY JOB DESCRIPTION

## WATERSHED STEWARD

Spec No.3173

### BASIC FUNCTION

To serve as the focal point for surface water management actions in a defined watershed or program area. Coordinates implementation of watershed management plans, including small capital projects and regulatory actions; provides daily contact with and technical assistance to citizens and public agencies; and monitors and investigates water quality and habitat within specified areas.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops, recommends and implements approved goals and policies for a defined watershed or program.
2. Manages and coordinates major water quality, quantity and habitat 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.
3. Provides technical assistance regarding such things as minor flooding, erosion control, marine resources, and water quality matters to residents in a surface water management area.
4. Plans, develops and implements water projects or activities within a specific watershed that integrate recommendations of county and regional 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.
5. Compiles and tracks all information and data relevant to watershed management; creates data bases of information regarding water quality, quantity, habitat and flooding.
6. 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.
7. Serves as a staff representative on various technical advisory committees, commissions and interest groups; coordinates the formation and activities of various groups as necessary.
8. Responds to conflicts and questions from and serves as liaison between the general public, government and private officials, the media and interest groups.
9. Recruits citizen volunteers and coordinates volunteer activities for protecting water quality and preventing drainage problems in a defined watershed.
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 its 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, marine biology/ecology, oceanography, coastal geology, aquatic chemistry, or related field; AND, three (3) years experience in work directly related to Surface Water Management. 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, including geographic information systems (GIS)

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

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### KNOWLEDGE AND ABILITIES (continued)

Ability to:

- supervise technical staff involved in implementing surface water programs including contractors
- plan, organize and supervise the work of technical staff and volunteers
- attend occasional evening meetings and weekend events

### PHYSICAL REQUIREMENTS

Walk over uneven terrain and lift up to 30 lbs.

### 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 may supervise technical staff, contractors and volunteers.

### WORKING CONDITIONS

The work is performed primarily in the field within a designated watershed and includes citizen contacts and site investigations. Work will also be performed in the usual office environment. 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: March 1993  
Previous Spec No. 450505  
Revised: March 2005, February 2009, March 2017  
EEO Category: 2 - Professionals  
Pay Grade: 241 – Classified Pay Plan  
Workers Comp: 1501 - Hazardous