

## Stormwater Project Manager

**Salary Range:** \$62,150 – \$85,150, Full Time Equivalent

**Job Classification:** Regular, Exempt

**Minimum Hours Required:** 32 Hours Per Week

**Supervisor:** Community Programs Manager

### OVERVIEW

*The Estuary Partnership has well-established stewardship and technical programs including ecosystem restoration; community engagement; water quality improvement; and technical assistance. The Science Team coordinates and implements regional restoration and monitoring activities; facilitates information exchange among partners; identifies regional information and resource needs; and leads efforts to fill these gaps. Since 2000, the Estuary Partnership and its partners have completed over 200 actions representing 22,685 acres restored or protected. The Estuary Partnership also has a well-established education and volunteer program that provides classroom and field programs for students, volunteer opportunities, on-river trips, and that implements a diverse variety of large and small stormwater projects.*

### POSITION SUMMARY

This position is part of a team that implements components of the Estuary Partnership Comprehensive Conservation Management Plan, biennial workplans, and six-year implementation strategies, including strategies to reduce and improve water quality of stormwater runoff and other non-point source pollution.

This position identifies, develops, and implements stormwater projects and provides technical assistance to partners to implement and assess success of water quality improvement actions to meet the Estuary Partnership's stormwater management goals. Employees in this position work with a high degree of independence and maintain regular communication with their supervisor and members of the Community Programs team.

All Estuary Partnership employees build and strengthen partnerships and foster collaboration with a variety of viewpoints and diverse interests to serve all communities and give people parity and equal engagement with and in the protection of natural resources.

This position is based in the Estuary Partnership with work regularly taking place in a field setting that requires regular travel throughout the Estuary Partnership study area. A major focus of work, including 1-3 months of construction oversight in 2022 will take place in Ilwaco, Washington. The position may require occasional early morning starts or late nights and occasional weekend work. Field work may occur in difficult weather conditions and at diverse site types. (Safety training and wilderness first aid trainings are provided by the Estuary Partnership.)

### REQUIRED EXPERIENCE AND KNOWLEDGE

- Five years identifying, developing, designing, and implementing stormwater retrofit projects in collaboration with municipalities from initial concept, to permitting, to post project monitoring. A degree or course work in a related field can be included as experience.
- Five years of experience developing and managing multiple large-scale projects with various size budgets, deliverables, and deadlines with multiple partners.
- Understanding of and working familiarity with the various funding mechanisms for implementing stormwater projects. Proven experience securing funding for stormwater projects is desirable.
- Understanding of and working familiarity with practices of civil engineering; infrastructure design and construction; and federal, state and local laws, codes and regulations regarding stormwater management and public works construction.
- Working familiarity with stormwater modeling software such as hydroCAD is helpful but not required.
- Compiling, advertising, and evaluating competitive bid packages for the construction of stormwater projects.
- Interpreting and commenting on engineering design and construction sequencing plans and estimates.
- Ensuring project implementation and construction complies with federal, state and local laws, regulations and policies.

- Working familiarity with methods and techniques of community involvement, decision-making processes, and group processes.
- Working collaboratively.
- Strong written and verbal communication skills.

#### **ESSENTIAL DUTIES**

- Identifies, develops, and coordinates the implementation of stormwater projects with various regional, state or federal jurisdictions, other stakeholders, and the public.
- Complete assigned work, implement tasks in annual workplan and meet deadlines, adhere to organization policies and procedures, and respond to feedback from supervisor.
- Communicate regularly with supervisor on development and delivery of projects.
- Foster landowner, community, regulatory, and agency support for stormwater projects and programs. Work with partners, including municipalities, conservation organizations, diking districts, soil and water conservation districts, contractors, and funding agencies to identify potential projects.
- Manage project permitting with various government agencies.
- Identify potential funding opportunities and provide information to supervisor. Write components of grant applications, develop scopes of work, project reports, and other documents, and provide cost estimates for budget development. Communicate with supervisor as grant proposals are developed to ensure internal processes are followed and deadlines met for timely and complete submission.
- Coordinate with partners to develop project goals, develop project alternatives, select a preferred alternative, secure engineering designs and necessary permits, and identify and ensure adequate site assessment data collection, including data for engineering designs.
- Develop and manage multiple projects and contracts, including scopes of work, bid packages, and request for proposals, and oversee project and contract implementation. Ensure compliance with the contract terms, organization policies and procedures, applicable laws and rules, permit requirements, and specified monitoring protocols.
- Write project reports and updates, technical documents, disseminate program or project information, and make presentations on project or program information.

#### **RELATED DUTIES**

- Keep current on scientific literature related to stormwater management, water quality, hydrology, civil engineering, and other natural resource management tools to keep programming relevant.
- Identify barriers for underserved community members and programming to help remove barriers.
- Coordinate with partners. Build relationships with municipalities, funding and regulatory agencies, consultants, contractors, and others involved in the lower Columbia River to enhance regional collaboration and advance regional water quality improvement.
- Participate in all-staff meetings.
- Participate in team meetings to discuss and advance program objectives, enhance collaboration, and identify resource needs required to complete projects.
- Participate in the Science Work Group.
- Represent the Estuary Partnership at meetings, conferences, and workshops and in other public settings. Participate in regional work groups, meetings, and conferences,
- Other related duties as assigned.

#### **ORGANIZATION STANDARDS OF PERFORMANCE**

- Place the river and public trust at the forefront. Support and promote the mission and work of the Estuary Partnership. Be familiar with the activities of all Estuary Partnership program areas, the lower Columbia River and the National Estuary Program, natural resource protection, and community programming.
- Include diverse and underserved communities, such as communities of color, Indigenous people, and low-income communities, to improve racial, gender, and cultural responsiveness when working with colleagues and partners and in carrying out job duties and responsibilities.
- Cultivate a positive work ethic and inclusive work environment. Exhibit a positive attitude and high level of professionalism. Support Estuary Partnership employees, Board members, volunteers, and partners.
- Provide exceptional service, internally and externally. Adapt and continually improve.
- Attend work regularly and on-time.