

<b>STATE OF MINNESOTA POSITION DESCRIPTION</b>	<b>EMPLOYEE'S NAME:</b>
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<b>AGENCY/DEPARTMENT:</b> Board of Water and Soil Resources	<b>POSITION CONTROL NUMBER:</b>
<b>DIVISION/PROGRAM:</b> Programs and Policy Development	<b>ACTIVITY:</b> Engineering Section
<b>CLASSIFICATION TITLE:</b> Engineer, Principal	<b>WORKING TITLE:</b> Northern Regional Training Engineer
<b>PREPARED BY:</b> David Weirens	<b>APPRAISAL PERIOD:</b>
Employee's Signature: _____ Date: _____	Supervisor's Signature: _____ Date: _____

**POSITION PURPOSE:**

The purpose of this position is to provide expert conservation engineering training, coordination, leadership and associated functions, in collaboration with other BWSR, USDA Natural Resources Conservation Service (NRCS), and Soil and Water conservation District (SWCD) leaders of the Technical Training and Certification Program. This position provides engineering training, consultation and technical quality assurance spot checks to develop and maintain conservation technical assistance capabilities of BWSR Clientele staff, including assistance to facilitate applicable Job Approval Authority (JAA) certification by NRCS for Field Office Technical Guide (FOTG) practices. This position provides training and consultation via classroom and online training, development of resources for on-the-job training, expert technical assistance, and coordination of associated peer-to-peer learning. This position services as a technical expert, trainer and regional conservation engineering training program coordinator having substantial expertise for a wide variety of conservation engineering practices, including erosion and sediment control, water quality restoration and protection, wetland restoration and protection, drainage management, feedlot pollution abatement, and flood damage reduction practices.

**REPORTABILITY:**

**Reports Directly To:** Technical Services Section Manager / Chief Engineer

**Reports Indirectly To:**

**Supervises:** No direct supervisory responsibilities.

**DIMENSIONS:**

**Budget:**

None

**Clientele:**

Primary: SWCD, CWSC TSA, NRCS and BWSR staff involved in providing conservation technical assistance and associated technical training and certification. This includes the Minnesota Association of Soil and Water Conservation Districts (MASWCD) and Minnesota Association of Conservation District Employees (MACDE).

Secondary: Counties, watershed districts and other conservation partners of BWSR, SWCDs and NRCS.

**PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS**

**RESPONSIBILITY: # 1**

**Priority: A**

**% of Time: 15%**

**Discretion: A**

Provide leadership and program coordination within an assigned region of the state to help identify and prioritize training needs of SWCD and SWCD TSA staff necessary to develop and maintain priority conservation technical assistance capabilities and JAA certification for applicable conservation engineering practices.

**TASKS:**

- a. Assist SWCDs and SWCD TSAs to identify priority natural resource concerns on private lands within their work area, in coordination with the Regional Training Conservationist, Technical Training and Certification Coordinator and other partners, consistent with the Technical Training and Certification Strategy.
- b. Assist SWCDs and SWCD TSAs to identify and prioritize conservation engineering practices for which they provide conservation technical assistance to address the priority natural resource concerns within their work area.
- c. Develop and provide guidance to SWCD and SWCD TSA staff to help prepare annual Individual Development Plans (IDPs) and prioritize their training needs for conservation engineering practices.
- d. Participate with applicable Area Technical Training Teams, Regional Training Conservationist, and Technical Training & Certification Coordinator to conduct annual training needs assessment.
- e. Participate on applicable Area Technical Training Teams and coordinate across applicable NRCS and SWCD areas to define collective annual training needs priorities within the assigned region of the state.

**PERFORMANCE INDICATORS:**

- a. SWCDs and SWCD TSAs can clearly define their priority natural resource concerns and conservation engineering practices for which they provide conservation technical assistance.
- b. SWCD and SWCD TSA staff understand and effectively utilize Individual Development Plans to identify and document their annual priority technical training needs.

- c. Technical training needs assessments are well coordinated in partnership with Area Technical Training Teams, BWSR Regional Training Conservationist, and the Technical Training and Certification Coordinator, and provide a sound basis for annual technical training prioritization within the assigned areas and region of the state.

**RESPONSIBILITY: # 2**

**Priority: A**

**% of Time: 60%**

**Discretion: A**

Coordinate, develop and provide technical training for priority conservation engineering practices for SWCD, SWCD TSA, BWSR, NRCS and other applicable partner staff, to develop and maintain their conservation technical assistance capabilities and priority conservation practice JAA.

**TASKS:**

- a. Coordinate with applicable Area Technical Training Teams, NRCS Area and State Office staff, SWCD TSA staff, BWSR staff, experienced SWCD technicians, and other training providers (collectively, "Training Provider Partners"), to develop and/or tailor technical training for priority conservation engineering practices, including classroom, online, and field training.
- b. Provide priority technical training for conservation engineering practices, in collaboration with applicable Area Technical Training Teams and other Training Provider Partners, and in coordination with the BWSR Regional Training Conservationist, Technical Training and Certification Coordinator, and BWSR Technical Services Section Manager.
- c. Investigate, develop, coordinate and disseminate on-the-job training (OJT) resources for conservation engineering practices.
- d. Ensure that technical training and resources provided stress the importance of practical, environmentally beneficial, enduring, sustainable, and cost-effective conservation practices and projects to address priority natural resource concerns.
- e. Coordinate with the Technical Training and Certification Coordinator and Training Provider Partners within the assigned region of the state to utilize effective training evaluations and continuously improve technical training.

**PERFORMANCE INDICATORS:**

- a. Development and delivery of priority technical training is well coordinated with Area Technical Training Teams, BWSR Regional Training Conservationist, other Training Provider Partners, Technical Training and Certification Coordinator, and BWSR Technical Services Section Manager.
- b. Engineering technical training provided is effective and efficient, including utilization of classroom, online, on-the-job and field training, as appropriate.
- c. Training sessions and OJT resources are effective to increase the technical knowledge, skills and abilities of participants, and result in improved job performance and applicable conservation practice JAA for participants.
- d. Training participants know the importance of practical, environmentally beneficial, sustainable, and cost-effective conservation practices to address priority natural resource concerns.

- e. Training session evaluations are conducted systematically and used effectively to improve future training provided by the position holder and other Training Provider Partners.

**RESPONSIBILITY: # 3**

**Priority: B**

**% of Time: 10%**

**Discretion: A**

Coordinate engineering technical assistance peer-to-peer learning for SWCD TSA and SWCD staff; help facilitate conservation practice JAA certification; and provide quality assurance spot checks for SWCD TSA and SWCD technical work.

**TASKS:**

- a. In collaboration with the BWSR Regional Training Conservationist, Technical Training and Certification Coordinator and others, as applicable, coordinate peer-to-peer learning for SWCD TSA and other SWCD staff for engineering technical assistance, using online, phone and in-person methods to help develop conservation technical assistance capabilities, peer review and conservation practice JAA within the assigned region.
- b. Provide guidance and assistance to SWCD and SWCD TSA staff to develop and assemble information about their training, experience, and demonstrated competence for conservation engineering practices for which they are seeking or renewing JAA assigned by NRCS.
- c. Provide periodic technical quality assurance spot checks for the BWSR Non point Engineering Assistance Program, Erosion Control and Water Management Program, Clean Water Fund programs, Reinvest in Minnesota Reserve Program, and other BWSR programs, in coordination with the BWSR Technical Services Section Manager, applicable NRCS staff, and SWCD Managers, for program accountability and as a training opportunity for SWCD TSA and other SWCD staff.

**PERFORMANCE INDICATORS:**

- a. Applicable coordination and methods are used to develop and maintain an effective regional peer-to-peer learning program that supports increased technical knowledge, skills and abilities, improved job performance and applicable conservation practice JAA.
- b. Effective and efficient guidance and assistance is provided to SWCD TSA and other SWCD staff to develop and assemble information about their training, experience and demonstrated competence for conservation engineering practices for which they are seeking or renewing NRCS JAA.
- c. Periodic quality assurance spot checks are well coordinated, as appropriate, and performed effectively for program technical quality assurance and technical training purposes.

**RESPONSIBILITY: # 4**

**Priority: B**

**% of Time: 15%**

**Discretion: A**

Provide expert consultation to SWCD TSAs and SWCDs for complex conservation engineering practices and projects, and to other clientele as a BWSR expert technical representative.

**TASKS**

- a. Assist SWCD TSA and other SWCD staff and other clientele with complex conservation engineering practices and projects in the assigned region of the state by providing expert advice and consultation via online, phone and in-person methods, as appropriate.

- b. Provide other expert engineering technical assistance to SWCD TSA and other SWCD staff on a limited basis for complex conservation practices and projects.
- c. Participate on technical advisory committees, other expert groups or panels, and conservation practice problem investigations, as assigned by the BWSR Technical Services Section Manager.

**PERFORMANCE INDICATORS:**

- a. Expert engineering advice, consultation and technical assistance is provided to SWCD TSA and other SWCD staff and other clientele, as appropriate, for complex conservation engineering practices and projects, in a way that is understandable and effective.
- b. Online, phone and in-person delivery methods are used effectively and efficiently.
- c. Technically sound and well understood oral and written input is provided on behalf of BWSR when participating on technical advisory committees, other expert groups or panels, and for conservation practice problem investigations, including presentations and reports.

**RELATIONSHIPS:**

The position holder must develop and maintain strong working relationships with NRCS, SWCD TSA, BWSR, SWCD and other Training Provider Partners, Area Technical Training Team members, the Technical Training and Certification Coordinator, his/her supervisor, and partner organizations, in order to effectively and efficiently provide coordination for BWSR's regional conservation engineering technical training program, including consultation and mentoring, for employee development and NRCS JAA certification within SWCD TSAs, SWCDs, and BWSR.

**KNOWLEDGE, SKILLS AND ABILITIES:**

The position holder must be a licensed professional civil or agricultural engineer in the State of Minnesota, or able to become licensed in Minnesota through comity within one year of being hired. The position holder must have substantial experience in soil and water conservation, erosion control, water management, water quality protection, or a related field. The position holder must have knowledge of the mission, structure, and interrelationships of local, state, and federal government units involved in conservation on private lands in Minnesota, and associated conservation programs. Knowledge, skills and abilities must also include:

1. Leadership experience pertinent to conservation technical assistance.
2. Advanced knowledge of the principles and practice of hydrology, hydraulics, surveying, soil mechanics, erosion control, water quality protection, drainage water management, agricultural waste management, stream bank and shoreline stabilization, and associated design.
3. Knowledge of the principles and methods for soil and water conservation sufficient to integrate engineering principles and conservation engineering practices into effective land management systems.
4. Knowledge of applicable federal, state and local regulations.
5. The ability to provide expert technical training, consultation, review and other assistance for a wide variety of conservation engineering practices, including for project site investigation, design and construction.

6. Skills and abilities using word processing, spreadsheets, databases, hydrology and hydraulic models, computer-aided design, and mechanical and electronic survey equipment.
7. Advanced skills in oral and written communications sufficient to very effectively discuss, explain, present, teach, and advocate soil and water conservation to diverse clientele.
8. Training and/or experience in adult learning methods, technical training and evaluation, including classroom, online, and field environments, as well as on-the-job training.
9. The ability to develop and maintain strong working relationships with BWSR, NRCS, SWCD TSA, and SWCD staff, and other partners, in order to plan, promote, coordinate and deliver conservation technical assistance training, capability development, and maintenance.
10. The ability to independently plan, schedule and organize work in order to coordinate programs and concurrently manage multiple clientele needs, sources of information and requests for assistance.
11. The ability to conduct site investigation, training, and project quality assurance review in the field on rough terrain.

**PROBLEM SOLVING AND CREATIVITY:**

Key problem solving areas are related to coordination and leadership to meet the priority technical training needs of a diverse, regional clientele including SWCD TSA, SWCD, BWSR and NRCS staff for conservation engineering practices and projects. The employee must be able to assess training needs, lead and coordinate effectively with Training Provider Partners and other clientele to develop and deliver training in various formats to best suit the needs of conservation partners, and navigate working relationships for technical training, mentoring and quality assurance review.

**FREEDOM TO ACT:**

The incumbent has substantial freedom to act under the general direction of the Technical Services Section Manager / Chief Engineer. The incumbent will need to make frequent independent decisions regarding courses of action and problem resolution within the guidelines established for the position. These decisions can be made independently, consistent with BWSR program and administrative policies. When application of policy to a complex situation is unclear, he/she shall defer decisions until direction is received from his/her supervisor. The incumbent shall confer with, or defer to, the appropriate program manager regarding program administrative policy interpretation and compliance.