

**STATE OF MINNESOTA
BOARD OF WATER AND SOIL RESOURCES**

POSITION DESCRIPTION: Part A

Classification Title Administrative Engineer	Working Title (if different) Senior Water Resources Engineer	Position Control Number 00430867
Bargaining Unit MGEC	Section Engineering	Office/District St. Paul – Central Office
Employee’s Name (Print)		Supervisor’s Name (Print) Rita Weaver
Reports To (Classification Title(s)) Engineering Section Manager		Prepared By Rita Weaver
Employee’s Signature	Date	Supervisor’s Signature
		Date
<i>(Position description accurately reflects current job)</i>		

POSITION PURPOSE

This position exists to review and/or direct activities related to the investigation, design, and construction of conservation practice work completed as part of assigned agency programs. This includes practices for soil erosion control, water quality protection, and fish and wildlife habitat restoration with an emphasis on restoration of drained and degraded wetlands and shallow lakes. The incumbent serves as a water resource engineer providing administrative and professional engineering services, project supervision, and related assistance for civil and agricultural engineering projects having a wide range of complexity.

The position provides a high level of expertise and administrative coordination in civil and agricultural engineering in support of agency programs. The position purpose includes development and coordination of effective engineering assistance and training, in partnership with Soil and Water Conservation Districts (SWCDs), other local, state, and federal governmental units, and project partners.

REPORTABILITY

Reports Directly to: Engineering Section Manager

Supervises: BWSR engineering staff that provide technical support to conservation easement, wetland banking and other programs administered by the BWSR. Direct employees may include Principal Engineer(s), Senior Engineer(s), Graduate Engineer(s), Senior Engineering Technician(s), and Engineering Technician(s).

DIMENSIONS

Budget: Assists Engineering Section Manager in coordinating with Conservation Easement and Wetland Banking Section Managers to influence and help prepare section budgets to enable appropriate engineering support of applicable agency programs.

Clientele: *Primary:* BWSR engineering, easement, WCA, and wetland banking staff, SWCD staff, landowners, and other partners involved in conservation easement and wetland banking programs administered by BWSR.

Secondary: Other BWSR staff, state and federal agencies, LGUs, conservation organizations, road authorities, public drainage authorities, pipeline authorities, power line authorities and others involved with BWSR programs and partnerships.

POSITION DESCRIPTION: Part B

PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS

- 1. Direct engineering operations for assigned BWSR programs ensuring associated program engineering workloads are properly managed and completed within appropriate timeframes.**

Priority: A	Percent of Time: 10%	Discretion: A
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Tasks:

- a) Develop, coordinate and manage the collection and reporting of workload assessments and engineering accomplishments for various agency programs and associated funding requirements.
- b) Coordinate and manage service contracts and agreements with program partners and others for engineering services provided or rendered.
- c) Coordinate with easement acquisition staff, involved SWCD staff and other partners, as appropriate, for acquisition, site investigation, feasibility analyses, and final design and construction phases of project implementation.
- d) Analyze staffing and contracting needs and work with other agency staff to ensure sufficient resources are available to efficiently accomplish and address applicable engineering workload.
- e) Organize and manage staff teams and develop work plans to best utilize and develop staff capabilities to complete project workload within appropriate timeframes.
- f) Direct and/or oversee purchasing and maintenance of field equipment, supplies, and materials. All procurement requests will be coordinated with the Engineering Section Manager.
- g) Meet with Engineering Section Manager regularly to discuss and manage budget, workload, work assignments, and assess progress of assigned Section staff.

- 2. Exercise supervisory authority so that applicable labor agreements and plans are equitably administered and employees under my jurisdiction will effectively perform assigned job duties to achieve the annual objectives of the section.**

Priority: A	Percent of Time: 10%	Discretion: A
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Tasks:

- a) Assess the qualifications of candidates and hire employees to perform job duties to achieve section objectives. Assign employees to work units to meet program objectives.
- b) Evaluate employee performance, rewards or disciplines employees and promote, suspend, discharge or change their status according to their performance.
- c) Review and approve/deny employee timesheets, leave requests, expense reports, activity reports, and requests for overtime/compensatory time for assigned staff, in accordance with BWSR and Technical Services Section policies.
- d) Assign job duties, train and direct employees in the execution of job responsibilities to achieve annual work plan objectives.
- e) Mediate and adjust grievances of employees according to the requirements of the appropriate contract or plan.
- f) Direct the writing of employee position descriptions and approves the establishment of assigned work tasks.
- g) Administer applicable labor contracts and/or plans fairly and equitably and in accordance with statewide employer policy.
- h) Perform all supervisory tasks in accordance with established equal opportunity/Affirmative Action, non-harassment, and employee safety policies and procedures.

3. Direct or provide for investigations, design, and construction management of engineering practices in support of assigned BWSR programs ensuring that they are conducted accurately, are of high quality, clear, and comprehensive, and that work is completed in a timely fashion.

Priority: A	Percent of Time: 50%	Discretion: A
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Tasks:

- a) Provide leadership, technical support and coordination for numerous concurrent projects to many local government units and other state and federal agency staff as part of project management responsibilities.
- b) Have a thorough and complete understanding of complex technical and program subject matter and be able to translate that information to affected parties possessing varying amounts of knowledge and expertise.
- c) Direct or perform work necessary for collecting site data and survey information relative to project scope, design, complexity and site constraints, including specific topographic data, drainage system data, property boundaries and geotechnical investigation data.
- d) Direct or provide expert site investigation, hydrologic, hydraulic, and soils engineering design analyses, engineering calculations, feasibility evaluations, design, and construction management.
- e) Direct or provide development of project documents including preliminary and final engineering plans and reports that are clear and comprehensive, appropriate for the project scope, follow applicable engineering standards, principles, methods, and policies, and include relevant background data, drawings, photos, analysis, discussions and recommendations.
- f) Direct or provide that applicable project documents are properly certified with the appropriate technical approval authority or as the engineer of record.
- g) Direct or provide that clear and comprehensive communications are made with clientele and that project needs are identified and constraints are clearly understood and addressed.
- h) When necessary, arrange for and/or attend meetings, conference calls, or other types of communications with section staff, agency staff, other governmental agencies, partners, landowners, etc. to convey necessary project information and to seek input, review, and approvals.
- i) Direct or provide appropriate project assistance to landowners and other clientele for acquisition of permits or other required authorizations, including serving as the engineer of record for public drainage and/or watershed district permit proceedings.
- j) Direct or provide that all Section procedures and policies regarding construction implementation are followed and that related project costs are reasonable, accurate, and within available and allowable program funding limits.
- k) Maintain knowledge and effective use of all applicable codes and professional design standards.

4. Provide assistance and consultation in the development and maintenance of engineering related policies and procedures for assigned BWSR programs.

Priority: A	Percent of Time: 5%	Discretion: A
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Tasks:

- a) Develop and maintain effectively written, clear, and comprehensive engineering policies, standards and procedures in support of applicable BWSR programs.
- b) Assist program managers and other technical expert staff in developing and maintaining program related policies and procedures for efficient and effective project enrollment, easement acquisition, and practice implementation.

- c) Provide engineering perspective and expert technical support to a number of BWSR programs including RIM, Local Road Wetland Replacement and WCA, and related teams and administrative efforts.

5. Provide expert engineering review of wetland restoration and associated conservation practice designs completed by others, in accordance with BWSR program policies and engineering standards.

Priority: A	Percent of Time: 15%	Discretion: A
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Tasks:

- a) Provide or direct expert engineering review of all reports, design work and construction plans for programs administered by BWSR which are prepared by others, including technical representatives of partnering agencies and organizations as well as private consultants.
- b) Provide or direct engineering reviews consistent with applicable engineering standards and applicable program policies, procedures, roles, and responsibilities in cooperation with other program staff, as applicable.
- c) Provide or direct accurate, thorough, and timely engineering reviews with written correspondence that is clear, comprehensive, well organized, and of the appropriate level of detail for the program and situation; and considers and addresses program policies, agency standards, engineering feasibility, technical success and project sustainability.
- d) Conduct meetings, as necessary, to effectively communicate agency concerns and comments.
- e) Serve as an expert engineering consultant to Minnesota’s Interagency Review Team in response to proposals for statewide wetland replacement.
- f) Ensure the roles and responsibilities of the designer of record are respected and maintained as part of all reviews conducted.

6. Direct, provide and coordinate delivery of engineering and related training for BWSR staff, clientele, and partners, provide leadership to help maintain BWSR engineering operations, and serve as a BWSR spokesperson for wetland restoration engineering.

Priority: A	Percent of Time: 10%	Discretion: A
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Tasks:

- a) Coordinate the development and maintenance of wetland restoration and other conservation engineering practice standards and guidance documents in collaboration with other BWSR staff, and in coordination with partner expertise.
- b) Provide and coordinate technical training for BWSR staff and clientele involved in wetland restorations and associated conservation engineering for project investigation, design, construction, monitoring and maintenance, including effective use of training materials and other presentation tools.
- c) Conduct technical training in cooperation with the NRCS and other partners. Potential venues include the BWSR Academy, MASWCD Annual Convention and NRCS-BWSR-SWCD engineering meetings.
- d) Serve as an expert spokesperson for BWSR engineering expertise for wetland restorations and associated conservation practices.
- e) Oversee BWSR wetland restoration engineering operations, standards, specifications and equipment and ensure they are kept current and efficient.
- f) Provide on-the-job training and coaching to further develop the technical capabilities of BWSR staff and clientele.
- g) Address data/information requests from partners and others.

Summary of Responsibility Priority, Percent of Time and Discretion

Responsibility	Priority	Percent of Time	Discretion
1.	A	10%	A
2.	A	10%	A
3.	A	50%	A
4.	A	5%	A
5.	A	15%	A
6.	A	10%	A

Definitions:

Priority A: Results are essential and must be accomplished.

Priority B: Results are important and should be accomplished, but not at the expense of A priorities.

Discretion Level A: Employee investigates situation, makes decisions, and takes appropriate actions and reports by exception through normal communication and review processes.

Discretion Level B: Employee investigates situation, makes decisions or recommendations and confers with supervisor before, or immediately after, action is taken, depending on time sensitivity of action.

POSITION DESCRIPTION: Part C

RELATIONSHIPS

This position serves as an administrative engineer who can direct and supervise the work of other BWSR engineers and technicians as well as provide program coordination with other BWSR staff, SWCD staff and program partners. The position serves as the agency’s wetland restoration engineering program leader and expert consultant.

The position holder must have the ability to develop and maintain good working relationships with subordinate employees, applicable BWSR program managers, conservation easement section staff, vegetation specialist and other BWSR staff involved in wetland restoration projects for RIM, Local Road Wetland Replacement, Wetland Banking and WCA Programs, and associated program partnerships. This position also requires good working relationships with SWCD, county, watershed district and NRCS staff, landowners, construction contractors, utility company representatives and other partners.

The incumbent serves as a team leader, who must have appropriate knowledge and respect for the capabilities, roles and responsibilities of others involved in the projects for which he/she serves as the project engineer or an advisor, as well as for the pertinent technical and administrative requirements of the involved programs. The employee must communicate with their supervisor on a regular basis and seek technical or administrative counsel when appropriate.

Effective communication skills with supervisor, subordinates, section staff, agency staff, and all external partners and clientele are needed to carry out the daily responsibilities of this position. Communication occurs orally and in writing through various formats, formal and informal meetings, scheduled contacts, public meetings, e-mail and formal written correspondence.

KNOWLEDGE, SKILLS AND ABILITIES

This position requires a bachelor's degree in civil or agricultural engineering, and registration as a licensed professional engineer under the laws of the state of Minnesota. The position holder must have a minimum of ten years of applied experience with civil and/or agricultural engineering projects from inception through construction. Experience with design and construction of soil and water conservation practices, including wetland restoration is highly desirable.

The position holder must have a minimum of five years of experience supervising engineer(s) and/or engineering technicians, including providing direction, training and coaching.

Knowledge of current civil engineering principles and practices is required to independently direct, perform, and supervise wetland restoration engineering design work. Abilities to perform complex mathematical and geometric calculations, interpret and reduce survey notes, and interpret aerial photographs and other various maps are required to effectively direct, perform and approve design work. Ability to operate a variety of survey equipment such as GPS, total stations, levels, transits, and theodolites is desirable.

Knowledge of civil engineering software in the areas of hydrology and hydraulics and Computer Aided Design for civil engineering is necessary, sufficient to direct and supervise analysis and design for complex civil engineering projects.

Knowledge and experience using Microsoft Word, PowerPoint, and Excel is necessary.

Good written and oral communication skills are required. The incumbent must be able to provide positive leadership to staff, local government, state and federal partners and conservation program's clientele to meet project goals and objectives. The incumbent must be able to effectively communicate with other design engineers and clientele is necessary for effective project analysis, design and implementation. The incumbent must be able to interact positively with landowners, SWCD staff, road authorities, drainage authorities and others involved in projects for which the employee serves as a project engineer or advisor. The incumbent must be able to lead and facilitate public and private meetings, convey information accurately, simulate feedback and discussion, and confirm decisions made.

The position holder must have the ability to direct and perform topographic and layout surveys, surface and subsurface investigations, and construction inspection on rough terrain and in adverse weather conditions.

The incumbent must have the ability to train, coach, direct and supervise the work of others to achieve effective teamwork. Project management training and/or experience are desirable. It is preferable that this experience be for projects that involved site investigation, design and construction. Experience using associated project management tools is also desirable, including checklists, spreadsheets and other software.

The incumbent must also understand complex soil, water, and wildlife conservation principals and have an academic background or experience in natural resource restoration strategies. Experience with real estate acquisition techniques is desirable.

PROBLEM SOLVING

The incumbent must possess the ability to direct or provide comprehensive engineering problem solving for wetland restoration projects and associated conservation practices, consistent with accepted engineering principles and practices, as well as applicable program policies and procedures. The individual will be challenged to develop solutions that are practical, cost effective and enduring. This will require risk assessment and application of criteria that balance resource protection, cost and clientele acceptance. This includes communicating with other BWSR staff, clientele, and landowners, as appropriate. Project feasibility, design and construction phases, as well as review of the work of others, are situations for which the position holder is expected to analyze problems and direct or develop effective and efficient solutions.

The individual will be challenged to develop solutions that are practical, cost effective and enduring. This will require risk assessment and application of criteria that balance resource protection, cost and clientele acceptance. This includes communicating the requirements of projects to other BWSR staff, clientele, and landowners, and ensuring compliance with accepted engineering standards and methods, as appropriate.

Site evaluation, project feasibility, design, construction, as well as review of work conducted by others, are situations for which the position holder is expected to analyze problems and direct or develop effective and efficient solutions.

The incumbent will also be challenged to direct and coordinate technical and administrative assistance to resolve problems encountered during project development and implementation. This will involve development of strong working relationships with team members having different areas of expertise, as well as a good working knowledge of applicable BWSR program policies, procedures, roles and responsibilities.

FREEDOM TO ACT

The incumbent will have considerable latitude and independence, consistent with established policy guidelines, to exercise independent judgment in areas related fulfillment of job responsibilities. Decisions can be made so far as they do not run contrary to established policy guidelines, in which case he/she shall defer judgment until direction is received from his/her Supervisor.

The position holder shall confer with, or defer to, the appropriate program manager regarding program administrative policy interpretation and compliance. On sensitive matters that may have impact on the agency, the incumbent will work closely with the Technical Services Section Manager, Assistant Director, Executive Team, or Executive Director.