

Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 04/06/05  
Revised: 09/07/22

## **WATERSHED COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, developing, implementing and coordinating the watershed management program for the City of Ithaca. The Watershed Coordinator supervises watershed management activities, coordinates outreach efforts, manages grants, and reviews and evaluates the environmental impact, functional design, mitigation measures and aesthetic details of proposed environmental improvements. The Watershed Coordinator also serves as the Technical Director of the Water Treatment Plant Laboratory. The work is performed under the general supervision of the Chief Water Treatment Plant Operator with considerable leeway allowed for the exercise of independent professional judgment. Work activities are performed in accordance with City of Ithaca, NYS Department of Health, NYS Department of Environmental Conservation, US Geological Survey and US Environmental Protection Agency regulations, and the City's long-range goals and objectives relating to the protection and management of the watershed and natural environment. Working supervision may be exercised over City staff engaged in watershed management, laboratory analysis and environmental planning activities. Technical assistance is provided to program staff, agency officials, consultants, members of the watershed community, special interest groups and the general public. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, develops, implements, oversees and coordinates watershed management activities;  
Coordinates outreach efforts for the City of Ithaca regarding watershed topics such as drinking water, stream health, lake water quality and storm water;  
In partnership with Cayuga Lake watershed local governments, regulatory agencies and citizen groups, establishes watershed management priorities, pursues funding through grants or budget processes and implements programs;  
Administers environmental programs, including those funded by State and Federal agencies;  
Conducts plan reviews of proposed water quality improvement projects, and makes recommendations concerning environmental impact with particular emphasis on projects with possible water quality impairments; reviews proposed mitigation measures;  
Serves as Technical Director of the Water Treatment Plant laboratory;  
Trains and supervises water treatment plant operators to ensure adherence to documented lab procedures;  
Performs lab analyses of stream quality, lake quality, and potable water;  
Coordinates and oversees all laboratory support services including instrument service contracts, subcontracting sample analyses, and physical maintenance of the lab;  
Coordinates lab participation in cooperative projects with other divisions, departments, agencies, municipalities and/or citizen groups;  
Develops, implements and maintains laboratory standard operating procedures and quality systems for the Water Treatment Plant laboratory;  
Researches new laboratory equipment, maintains equipment, trains analysts and operators on equipment use;  
Assists in City compliance with EPA and DEC regulations, non-point source pollution discharge limits, and water plant discharge permits;  
Conducts field investigations in natural resource identification, water testing and data collection;  
Assists in the general planning activities of the Department of Public Works;  
Researches appropriate materials and literature related to federal and state aid programs and environmental initiatives, and disseminates information to appropriate authorities and the public;

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### **Typical Work Activities – continued**

Participates in meetings with legislative bodies, public officials, citizens advisory commissions, etc. to advise them on environmental and watershed planning issues and projects and water quality seminars.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of watershed management; good knowledge of the purposes, principles and practices of environmental planning and analysis; good knowledge of local, state and federal programs and legislation concerning the environment and its protection; good knowledge of modern laboratory techniques, equipment, terminology and safety precautions used in the analysis of water; good knowledge of the principles of environmental health as they relate to water treatment; ability to prepare complex written and statistical reports; ability to understand and interpret complex written information; ability to collect, compile, analyze and evaluate data; ability to communicate effectively, both orally and in writing; ability to establish effective working relationships with public officials, regulatory agencies, and the general public; ability to interact as a technical representative to the City, County, State and other joint ventures in watershed planning and protection; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- A. Possession of a Bachelor's Degree in environmental science, environmental engineering, natural resource management, biology, microbiology, ecology, chemistry, laboratory technology, water or wastewater technology, hydrology or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time paid equivalent, in watershed management or planning, water quality assessments or testing, or environmental planning; or
- B. Possession of a Master's Degree in environmental science, environmental engineering, natural resource management, biology, microbiology, ecology, chemistry, laboratory technology, water or wastewater technology, hydrology or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time paid equivalent, in watershed management or planning, water quality assessments or testing, or environmental planning; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.