

CITY OF LOCK HAVEN, PENNSYLVANIA

JOB TITLE: Watershed Manager

WORK SITE: Public Works Garage (99 Second Ave., Lock Haven, PA)

WORK HOURS: (8Hrs/Day) (40 Hrs./Wk.) normally Mon.-Fri. 7AM-4PM

SALARY / BENEFITS: \$44,200 per year (\$21.25 per hour)

HEALTH	DENTAL	OTHER
HIGHMARK BC/BS	UNITED CONCORDIA	
Copay: \$15/\$30/\$75	Copay: \$0.00	\$25,000 term life insurance
Deductible: \$0.00	Deductible: \$0.00	\$375 per year in health reimbursements
Individual	Individual	Prescriptions: \$0-\$50 (30-day supply)
\$87.34/month	\$2.04/month	
Family \$204.80/month	Family \$5.52/ month	

SUPERVISOR: Director of Public Works who reports to the City Manager

JOB SUMMARY: Perform a variety of tasks supporting environmental management, maintenance and planning of the use, preservation and recreation of the city's more than 5,290 acres of property set aside for the provision of a clean water supply for more than 8,000 customers. The geography of the watershed includes management of forested land that is actively managed through partnerships with Appalachian Forestry for the creation of a long-term sustainable forest and The Nature Conservancy for the sale carbon credits, as well as numerous creeks resulting in two reservoirs that serve the water capacity needs of the system that includes service to the city as well as the Suburban Lock Haven Water Filtration Authority.

ESSENTIAL JOB FUNCTION:

- Develops and implements processes to enhance water resources, ecosystem function and restoration, sustainable management, planning, and pollution prevention of the city's resources
- Carries out the planning and coordination of watershed enhancement projects including the oversight and implementation of the 2013 Forest Management Plan that enables the city to retain an FSC-certified sustainable forest
- Gathers, analyzes and monitors data; performs research and empirical analysis of the geology and hydrology of the watershed and interprets data to improve stream and reservoir water quality and adjust reservoir levels to improve stream discharge quality
- Engages community partners, state and federal agencies as related to regional water planning and resource protection activities including, but not limited to, Department of Conservation & Natural Resources, Department of Environmental Protection, Game Commission, Fish & Boat Commission, Conservation District
- Plans, develops, and implements recreational opportunities that highlight the natural resources of the watershed while also working to preserve the streamside and high conservation value zones
- Works with the city's appointed engineering firm to complete DEP reporting including but not limited to the Water Allocation Permit, and annual dam safety inspections
- On-site resource for constructions and maintenance contractors
- Day to day operation and exercising of the Ohl and Keller dams, and the city's supplemental water wells

- General maintenance of the Zindel Park facility at Keller dam and reservoir, as well as oversight of the maintenance of the Upper Castanea and Ohl Dam properties
- Performs public relations role with the city residents, water customers and local partners
- Participates in investigations and mapping assignments to further document the watershed

MARGINAL JOB FUNCTIONS:

- Attend meetings of the City Council, the Lock Haven City Authority, and City Council committees and community organizations as required
- Perform other related duties as assigned

QUALIFICATIONS:

- Education: Bachelor's degree in ecology, geology, or environmental management and planning
 - Preferred: Bachelor's degree in Environmental Planning or Regional Planning with a focus or concentration in environmental or watershed planning and maintenance
 - Electives and substantial work in geographic information systems (GIS)
- Experience: Documented work collecting and analyzing data for the improvement of stream and water quality
- Demonstration of Skills and Abilities
 - Use of physiography and tools such as remote sensing to determine short- and long-term effects of weather, topography and human interaction on a riparian environment
 - Proven ability to use geographic information system (GIS) to catalogue a physical environment to study its patterns and interconnecting relationship
 - Proficiency with word processing, spreadsheet programs and computer equipment
 - Ability to maintain records and files and assemble data for reports
 - Ability to exercise good judgement and tact
 - Ability to maintain absolute confidentiality of information
 - Ability to work with minimal direction and supervision
 - Ability to effectively communicate with the public
 - Ability to effectively communicate with other employees
 - Must be punctual, neat, and able to write legibly
- Must be able to pass a background examination
- Ability to use independent judgement on issues that are complex, interpretative, and evaluative in nature. Duties are carried out with considerable independence within the framework of established local, state, and federal policies, procedures and guidelines.

PHYSICAL PERFORMING ELEMENTS:

- Lifting and carrying 50-100 pounds
- Frequent bending, kneeling, and reaching
- Standing for extended periods of time
- Sitting for extended periods of time

MENTAL PERFORMING ELEMENTS:

- Organizing and coordinating schedules
- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Basic mathematic operations

WORK ENVIRONMENT:

- While much work is performed in one season in an office, a great deal of the job function will require outdoor work in rugged terrain to reach remote water supply and riparian tributary areas. Experience in an outdoor setting that is accustomed to hiking, hunting, and fishing is similar to the day-to-day seasonal functions of this position.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person hired for this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.