

# Auburn Water & Sewerage Districts Position Description

## Watershed Manager

**Department:** Water Quality

**Reports To:** AWD Superintendent  
LWD Superintendent

**Effective Date:** Updated July 1, 2024

**Grade Level:** 9

**FSLA EXEMPT**

### **GENERAL SUMMARY:**

Under the direction of the AWD/LWD Superintendents, performs responsible technical, supervisory, and administrative work in overseeing the operations of the Lake Auburn watershed protection activities and ensuring compliance with all applicable Federal and State laws, including the Safe Drinking Water Act and Maine Drinking Water rules, in order to maintain the existing waiver from water filtration. Work is typically very independent, routinely involving multiple projects and changing priorities.

### **ESSENTIAL JOB FUNCTIONS:**

- ◆ Oversees Watershed owned properties, and properties with conservation easements. Assists consultants with conservation easement monitoring and documentation.
- ◆ Assists Superintendents with the negotiations and procurement of properties under consideration for purchase for watershed conservation purposes. Serves as primary point of contact for Land negotiations.
- ◆ Investigates, responds and tracks changes in raw water quality that affect compliance with drinking water standards. Works closely with the UV Plant manager to discuss water quality trends, disseminate data, and develop plans to maintain compliance.
- ◆ Manages and supervises the Education and Outreach Coordinator, establishing work plans, setting goals, and monitoring performance.
- ◆ Monitors and responds to watershed activity, including recreation and illegal activity.
- ◆ Reviews watershed protection laws, activities, farm and forestry plans and development of watershed land that might impact raw water quality. Works closely with the City of Auburn Planning Department and Code Enforcement reviewing private forestry plans, septic system designs in the watershed. Monitors raw water quality and yield as necessary. Oversees private Lake water withdrawal program, issues hunting permits, and monitors land use in watershed generating reports and preparing letters of approval for permitted watershed land use changes.
- ◆ Attends bi-monthly Lake Auburn Watershed Protection Commission (LAWPC) meetings and reports on activities. Works with the Commission Clerks to prepare agendas, assists with minutes in preparation of meetings.
- ◆ Provides oversight of septic inspection program in watershed.
- ◆ Develops a monthly water quality report for the Superintendent to deliver to the Auburn Water District Trustees
- ◆ Oversees the execution of the Forest Management Plan working closely with a contracted Forester.
- ◆ Oversees the Gull Management Program. Works with contracted service through USDA or others to manage gulls, geese, beavers, and other animal species that threaten water quality.
- ◆ Manages the aquatic and terrestrial invasive species control program.
- ◆ Works with recreational clubs, associations, special event coordinators, snowmobile clubs, etc.as necessary to promote recreational opportunities that are consistent with LAWPC by laws and goals
- ◆ Coordinates activities of groups who are performing short and long-term research projects on the Lake (i.e Bates College, Volunteer Lake Monitoring Program, University System, etc.)
- ◆ Acts as public representative for the District and performs related public outreach, education, and public speaking. Ensures pertinent information is communicated to internal and external constituents.
- ◆ Oversees projects, writes grants for project funding, and fulfills reporting requirements for grants received.
- ◆ Maintains historical records regarding watershed protection (i.e. septic systems, forest harvest plans, phosphorous control, etc.).
- ◆ Hires and supervises seasonal courtesy boat inspectors. Applies for and manages CBI grants through the State.

- ◆ Keeps abreast of State and Federal regulations, industry trends, developments of new equipment or techniques, and any other factors affecting the Districts' operations as it relates to Watershed Management and Raw Water Quality.
- ◆ Creates budget lists for water utilities and watershed within scope of work.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

**SUPERVISORY RESPONSIBILITY:**

Provides direct supervision of Education and Outreach Coordinator, seasonal Boat Inspectors, Water Quality Interns, Contracted Services, hired Vendors, and Volunteers. Works with the Treatment Manager to schedule field activities of Lab Technicians and Operators. Supervisory responsibilities may include interviewing and selection, training and development, counseling and discipline, termination and promotion/demotion, scheduling, evaluating performance, and recommending pay increases.

**EDUCATION & EXPERIENCE:**

Duties require knowledge equivalent to a B.S. in Biology or Environmental Sciences with five to seven years of progressive experience in conservation efforts and/or watershed management. Must possess and maintain a valid State of Maine driver's license.

**SKILLS & QUALIFICATIONS:**

- ◆ Must be a self-motivated individual with the ability to work independently and with limited supervision.
- ◆ Ability to effectively supervise and train subordinates in assigned duties.
- ◆ Ability to communicate effectively, to maintain effective work relationships, and to deal with the public in a courteous and tactful manner.
- ◆ Extensive knowledge of computer operations related to the watershed protection efforts. Ability to effectively operate computers and assigned software, including Microsoft Excel and Word.
- ◆ Working knowledge of the methods, procedures, and practices involved in the operation of the water district.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

Some work is performed outdoors in all weather conditions or in a water treatment/laboratory setting involving close proximity to environmental hazards, chemicals and fumes, electrical or mechanical devices and equipment, and moving mechanical parts. Regularly required to climb, bend, reach, grab, and lift/carry heavy objects. May work in cramped or awkward spaces. Operates motorized and non-motorized boats, vehicles, laboratory instruments and monitors, GPS systems, and cameras.

Some work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, printer, photocopier, and other basic office equipment. Work sometimes requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***