



GRAND VALLEY METROPOLITAN COUNCIL

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CEDAR SPRINGS • COOPERSVILLE • COURTLAND TOWNSHIP • EAST GRAND RAPIDS • GAINES TOWNSHIP • GEORGETOWN TOWNSHIP • GRAND RAPIDS • GRAND RAPIDS TOWNSHIP • GRANDVILLE
GREENVILLE • HASTINGS • HUDSONVILLE • IONIA • JAMESTOWN TOWNSHIP • KENT COUNTY • KENTWOOD • LOWELL • LOWELL TOWNSHIP • MIDDLEVILLE • NELSON TOWNSHIP
OTTAWA COUNTY • PLAINFIELD TOWNSHIP • ROCKFORD • SAND LAKE • SPARTA • TALLMADGE TOWNSHIP • WALKER • WAYLAND • WYOMING

GRAND VALLEY METRO COUNCIL JOB DESCRIPTION FOR ENVIRONMENTAL PROGRAMS STAFF Aquatic Specialist

Supervised By:

Director of Environmental Programs

General Summary:

Under the supervision of the Director of Environmental Programs, the Aquatic Specialist will focus on activities associated with meeting the Lower Grand River Organization of Watershed's (LGROW) goals of healthy watersheds, active communities, and a robust organization and also water quality requirements associated with municipal stormwater permits.

Outcomes of Work:

- Strong community partnerships around watershed stewardship and restoration
- Robust understanding of aquatic ecosystems and restoration goals within the Lower Grand River Watershed
- Strengthened relationships with academia and agency contacts active in the Lower Grand River Watershed and throughout West Michigan
- Dissemination of data collection and analysis in monitoring the health of the Lower Grand River Watershed
- Scientific review and project support for all Environmental Programs

Responsibilities:

- Data Collection and Management
 - Coordinate water quality monitoring schedules and collect data associated with stormwater permits and other projects and programs
 - Perform quality control and enter data into LGROW's Data Repository
 - Manage MiCorps Volunteer Stream Monitoring implementation project, working with volunteers to conduct macroinvertebrate studies and identifying findings
 - Work with Trout Unlimited to install and maintain EnviroDIY sensors
 - Arrange training sessions and development of monitoring manuals with partners
 - Record, interpret, and maintain monitoring data as it becomes available
 - Organize monitoring for impaired waterways according to stormwater permit regulations
 - Participate in conducting angler counts in the Grand River
- Environmental Assessments
 - Assist in conducting site assessments and other activities associated with the Grand River Rainscaping program
 - Calculate pollutant removals of practices installed using STEPL or EPA Stormwater Calculator

- Respond to inquiries about stream and lake best management practices to improve water quality and reduce pollutants
- Community Outreach
 - Recruit professionals and partners to participate as volunteers in community science projects
 - Arrange stream cleanups and storm drain marking events
 - Submit articles for LGROW's seasonal e-newsletters blogs
 - Assist in planning and preparing for community and partner events
 - Support activities and events around issues outlined by West Michigan Clean Air Coalition and the EPA Advance Work Plan with LGROW's missions and goals.
- Environmental Education
 - Conduct hands-on activities with K-12 school groups that align with state and national education standards
- Program Assistance
 - Participate in LGROW Committee meetings as needed
 - Assist with funding searches and preparing grant proposals
 - Complete technical and grant reporting requirements.

HOURS

This is a full-time position, expected 40 hours per week, during normal business hours.

COMPENSATION

Wage is \$43,000 to \$46,000, depending on qualifications. This full-time position is eligible for a comprehensive benefits package

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A minimum of a bachelor's degree in an environmental science field, preferable a master's in biology or related field.
- Working knowledge of freshwater aquatic species and Great Lakes systems
- Proficiency in the use of Microsoft Office software, including Word, PowerPoint, Excel, Teams, etc.
- Familiarity with social networking and video conferencing tools to keep up with changing methods of communication.
- Ability to work independently to accomplish tasks and within in a team to set larger goals and objectives of program.
- Skill in effectively communicating ideas to the Environmental Programs team and partners
- Familiar with using GIS and understanding its capabilities
- Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when dealing with the media, the public, other employees, and governmental units.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in public situations.
- Ability to attend meetings and conduct field work as scheduled at times, on occasion, other than regular business hours.

- A State of Michigan Vehicle Operator's License.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to communicate with others in person, over email, and on the telephone. The employee must compose and read written and computerized documents, plans and maps. The employee is frequently required to travel to locations within and outside of the County. The employee must occasionally lift and/or move items of light weight.

Position will remain open until filled. For additional information about GVMC, go to www.GVMC.org. To learn more about the Lower Grand River Organization of Watershed's programs go to www.lgrow.org. The position is posted on both of these websites. To apply for the position, please submit a cover letter and resume to Wendy Ogilvie at wendy.ogilvie@gvmc.org. If you have questions or would like more information, contact Wendy through email or phone 616-776-7605.