

**DEPARTMENT OF NATURAL RESOURCES  
POSITION DESCRIPTION**

**Classification:** Water Resources Management Specialist – Advanced  
**Working title:** Aquatic Plant Management (APM) Team Leader

**Position Summary:** Serves as the technical expert on the management of aquatic plants and oversees the statewide Aquatic Plant Management (APM) permit program. As statewide APM leader the position is responsible for ensuring effective and efficient implementation of DNR's statutory responsibilities to protect beneficial aquatic plant communities, control invasive aquatic plant species and review and approve APM activities in Waters of the State. It also provides technical, policy and regulatory expertise to program staff statewide and to external stakeholders. This position will have a leadership role for ensuring team development, formulation, and success and will be responsible for leading staff through technical and adaptive challenges, and for implementing change to program process, structure and mindset. This position will work specifically with the aquatic plant management team which will provide input on the development of policy and guidance for implementing NR 107 and 109 (chemical and mechanical, manual and introduction permits). General duties include working with program management to communicate, work plan, budget and evaluate the APM subprogram's activities, ensuring that staff are adequately trained and receive the resources needed to complete assignments and that customers are provided excellent service, and ensuring that program operational objectives and priorities are met consistent with performance targets for the Water Quality programs, the Environmental Management Division, and the Department. This position is responsible for streamlining administrative procedures within the APM subprogram, maintaining knowledge of state and federal requirements pertaining to APM, supporting relationships with a broad range of stakeholders and communicating subprogram policies and priorities to DNR staff and external partners. It serves as the Department spokesperson and liaison for individuals both inside and outside the Department.

**Geographic Scope and Travel Requirements:** This is a statewide position to be in the Madison office or any field office assuming space availability and adequate business need. Frequent travel to Madison would be required if not located there. It involves frequent communication with Water Quality program staff state wide and in-state travel for training, project meetings and field visits during the open water treatment season.

**Scope of Authority:** This position works under general supervision and reports to the Lakes and Rivers Section Chief in the Bureau of Water Quality.

**Responsibilities and Duties:**

55% **A. Lead the Statewide APM Team to ensure consistent and effective implementation and compliance with the NR 107 & 109 APM permit program.**

- A 1. Coordinate the activities of the statewide APM Team to implement program priorities including:
  - a. Preparation of rules and guidance
  - b. Plan review streamlining
  - c. Review of new and innovative technology proposals
  - d. Regulatory interpretations, guidance and training
  - e. Program planning & reporting

A 2. In collaboration with the WRPMT and team sponsor, facilitate

development and consistent implementation of statewide policy and standards that are consistent with state and federal requirements.

- A 3. Assist Section Chiefs and Water Resources Policy Management Team (WRPMT) in setting direction, strategy, objectives and goals for the program with input from program staff.
- A 4. Track and evaluate overall program activities to ensure that program goals and objectives are met. Monitor policy implementation and advise the WRPMT on policy needs and implementation issues.
- A 5. Promote consistent policy implementation and document decisions, procedures and tracking techniques towards the goal of consistent program implementation.
- A 6. Recommend, develop and deliver training pertaining to specific program issues and technical areas of expertise for staff and the regulated community.
- A 7. Facilitate and develop team outreach activities and materials such as web content, social media, webinars, printed media and others as applicable.
- A 8. Coordinate the APM program with the Department's Invasive Species and Surface Water Grants program to ensure consistent and comprehensive cross-program policy and guidance.

**30% B. Serve as Statewide Technical Expert for the Aquatic Plant Management Program.**

- B 1. Serve as a subject matter expert and as a technical and regulatory resource for APM program policy issues for the department, permit applicants and APM service providers.
- B 2. Coordinate activities with other water quality program coordinators and other team leaders, as applicable, to provide program staff, DNR staff outside the program, and external stakeholders with technical and regulatory assistance on all applicable aspects of aquatic plant and aquatic invasive species control including pesticide and herbicide use.
- B 3. Serve as a program liaison with other department programs, other state and federal regulatory agencies, and the APM service industry.
- B.4 Coordinate the review of changes to pertinent rules, policies and program directions. Provide technical assistance in the development of policies, rules and program direction to ensure that scientific issues are properly considered and addressed. Solicit internal and external input and review as appropriate.
- B 5. Develop and maintain expertise on specific subject matter areas needed for an effective team.

**15% C. Provide Support and Perform Other Duties as Assigned by the Supervisor, Team Sponsor, and Program Director.**

- C 1. Process permits, supervise treatments which may include pesticide applications, conduct surveys and perform other field work as needed, to back up staff, cover vacancies or respond to peaks in work load to assure good customer service.
- C 2. Provide technical review on surface water grant applications and other project proposals involving aquatic plant or invasive species management.

**Knowledge, Skills, and Abilities:**

1. Knowledge of biological and ecological principles as they relate to one or more of the following; Aquatic ecosystems, aquatic plants, taxonomy, hydrology, and water quality.
2. Leadership skills and experience, including leading successful individual and team change
3. Strong communication skills, including leading difficult conversations
4. Strategic planning and implementation, especially at a statewide program level
5. Skill in the use of personal computers including word processing, email, basic graphic and statistical work
6. Skill in oral and written communication including public speaking and writing of technical reports
7. Knowledge of best management practices for controlling aquatic plants including the safety and use of aquatic herbicides.
8. Knowledge of integrated pest management principles for controlling invasive species.
9. Skill in the use GPS and computerized mapping programs
10. Ability to analyze, interpret and apply water resources and conservation laws
11. Knowledge and skill with meeting facilitation and organization
12. Ability to interpret and apply statute, administrative code and program guidance requirements for regulated activities in waterways and wetlands
13. Knowledge of Environmental enforcement principles and procedures
14. Knowledge of pesticide use, registration and regulations

**Physical Requirements and Environmental Factors:**

Strength Requirements

Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 90% over a year's time.

Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) less than 10% over a year's time.

Physically, this position will spend considerable time in the office with occasional field work on boats or wading in water conducting surveys or observing management activities.

Environmental Factors: No significant environmental factors.

Equipment Used: Computer hardware/software and other general office equipment. Use of field investigation, survey and personal protective equipment when conducting site visits.

Telework Evaluation: Telework is generally not available for this position, as the

responsibilities of the position include frequent interaction with other Department staff and external stakeholders.