



Watershed Initiatives Project Manager Job Description

Position	Watershed Initiatives Project Manager	Reports to	Stormwater Compliance Manager
Department	Engineering & Public Works	Job Code	JC-1203
Pay Grade	PG-13	EEO Category	EEO-2
FLSA Classification	Exempt	Hours per Pay Period	80
Last Revised	July 22, 2021		

Purpose of Job	The purpose of this classification is to coordinate the development of watershed plans, to develop and administer grant proposals and to manage watershed projects.
Essential Functions	<p>The Watershed Initiatives Project Manager is responsible for the following essential functions:</p> <ul style="list-style-type: none"> • Coordinate watershed planning efforts for Knox County Government, supported by consultants, partnerships and Engineering and Public Works staff. • Assist with the creation and regular evaluation of the Knox County Public Information and Education (PIE) plan. • Review, generate and incorporate data and analysis into watershed planning. • Keep abreast of grant opportunities and regularly develop and submit grant proposals based on watershed plans. • Work with Knox County Finance Department to establish and follow administrative protocols for administering grants. • Submit reimbursement requests and reports in a timely fashion. • Manage projects in support of watershed plans, including management of contractors.

Essential Functions (cont.)

- Plan and execute education and outreach activities associated with grants and in support of Watershed initiatives.
- Establish and maintain professional communications with local, state, and federal agencies that provide grant funding.
- Establish and maintain collaborative partnerships with public and private entities to further the goals of watershed plans and the Stormwater Management Plan.
- Regularly produce reports on the progress and benefits of Watershed Initiative projects.
- Produce cost benefit analyses and monitoring plans to quantify the outcomes of Watershed Initiatives.
- Provide advice to Knox County citizens and public entities on methods to introduce green infrastructure and reduce pollution.
- Schedule, develop and deliver presentations to public and private stakeholder groups to support grant activities and the Knox County Stormwater Management Plan.
- Schedule, develop and execute plans for multiple events to encourage public involvement in the pollution prevention and the Stormwater Management Plan.
- Assist with the design, selection, and implementation of stormwater capital projects to resolve drainage and water quality concerns for the citizens of Knox County.

Additional Job Functions

- Respond to and report immediately if called upon by local, regional or central office supervisors, as part of a coordinated emergency response by the Knox County Mayor’s Office
- Perform other duties as required

Minimum Training & Qualifications

- Bachelor’s degree in Civil Engineering, Environmental Science, or related field.
- Minimum of three years’ related experience

Specialized Knowledge

- N/A

Competencies

- Ensure regular, punctual attendance during scheduled work hours
- Ability to work cooperatively as a member of a team
- Ability to work in a position of significant complexity
- Strong analytical and problem-solving skills
- Excellent organizational skills and attention to detail
- Proficient in use of a desktop computer, laptop computer, printer, computer scanner, and PC projector
- Proficient in use of Microsoft Office suite of products
- Excellent communicator and active listener

Physical Requirements

- This position requires the ability to engage in occasional light physical activity.
- Ability to regularly use body members to work
- Ability to walk construction sites, survey sites and County work sites, which may consist of uneven terrain
- Must wear personal protective equipment (PPE) that may consist of eye protection, ear protection, hard hats, gloves, etc. when visiting construction sites

Occupational Hazards

- Exposure to sunlight, precipitation, and inclement weather
- May be exposed to fast-moving flood water
- May be exposed to wildlife that could bite or cause injury

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Employee Signature

Supervisor Signature

Date

Date

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