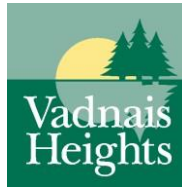


Kevin Watson
City Administrator

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The City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127

Memorandum:

TO: Mayor Krachmer and City Council

FROM: Kevin Watson, City Administrator

DATE: August 15, 2023

SUBJECT: Natural Resource Specialist Position

Recommended Actions

Approve the job description and hiring of a Natural Resource Specialist, paid for through the water utility fund, to assist in the management of the White Bear Lake lawsuit and other environmental and sustainability goals.

Approve the attached resolution, a resolution amending the Water Utility Fund Budget in the amount of \$41,787.00, to cover anticipated personnel costs for hiring a Natural Resource Specialist in 2023.

Background

At the May 16th, 2023 work session the Mayor and Council were presented with the need for expertise to handle the White Bear Lake lawsuit, and address the eventual outcomes of the judge's order. Staff were directed to create a job description and perform due diligence to present the position and its functions to the full Council for approval. After researching positions held at municipalities throughout the state, staff have identified the title of Natural Resource Specialist as the needed position.

This new position, under the direction of the Public Works Director, will be responsible for research, planning and community education surrounding the White Bear Lake lawsuit and conservation efforts required to meet the Ramsey County judge's order. The position will also provide necessary knowledge and experience in areas of grant writing and management, storm water management, sustainable best management practices and community outreach and collaboration. The addition of this new position will further the environmental and sustainability goals the council has identified and provide the necessary expertise to address the lawsuit currently in mediation.

This position will be paid for out of the water utility fund and if approved for hiring in 2023 will require an amendment to the budget. By placing this position within the enterprise fund it will not affect the general funds or levy. The position will be Grade 13, \$40.91-\$49.08/hr and \$85,092 – \$102,086 annually, depending on qualifications.

Attached: 20230802_NaturalResourceSpecialist_JD.docx; Water Utility Fund Budget Amendment



**CITY OF VADNAIS HEIGHTS
JOB DESCRIPTION**

Job Title: Natural Resource Specialist
FLSA Classification: Non-exempt
Department: Public Works
Accountable To: Public Works Director

Primary Objective of Position

The Natural Resource Specialist is a multifaceted full-time role responsible for managing and implementing a wide range of sustainable practices, environmental initiatives, and natural resource conservation efforts. This position requires comprehensive knowledge and experience in various areas, including potable water conservation, environmental policy analysis, native species planting and management, fleet electrification, grant writing and management, storm water management, water resource management, rain garden installation and management and other sustainable practices. The Natural Resource Specialist will work collaboratively with government agencies, community organizations, and stakeholders to promote and enhance sustainable practices, protect natural habitats, reduce community water usage per capita and improve environmental quality.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

Essential Functions of the Position

1. Environmental Policy:
 - Monitor and analyze local, state, and federal environmental policies and regulations.
 - Provide recommendations to ensure compliance with environmental laws and advocate for sustainable practices.
 - Lead conservation efforts on potable water to assist the city in reducing water consumption in residential, commercial and industrial facilities.
 - Provide feedback with ongoing litigation and how to educate the public and enforce required measures.
2. Plant Management:
 - Design and implement native species planting projects to restore and enhance natural habitats.
 - Develop strategies for invasive species management to protect native ecosystems.
 - Manage EAB within the city and determine best management practices.
3. Grant Writing and Management:
 - Identify grant opportunities to fund sustainable projects and natural resource conservation efforts.
 - Prepare grant applications and manage the entire grant process, including reporting and compliance.
4. Storm water Management and Water Resource Management:
 - Develop and implement storm water management plans to mitigate runoff impacts on water bodies and ecosystems.
 - Oversee the design and construction of storm water infrastructure.
 - Collaborate with engineers and watershed groups to integrate storm water management practices into development projects.
 - Oversee municipal MS4 SWPPP operations, compliance, training and reporting.

Last Revised: August 2023

- Coordinate the installation of rain gardens and green infrastructure to manage storm water on-site.
 - Provide guidance on rain garden maintenance and monitor their effectiveness.
5. Sustainable Practices:
- Identify and promote sustainable practices within the organization and the community.
 - Research and recommend approaches to increase sustainability and reduce environmental impact.
 - Assess and plan for the transition of the organization's fleet to electric vehicles.
 - Collaborate with fleet managers to implement electrification strategies and charging infrastructure.
 - Address conservation efforts for potable water throughout the city. Work with staff, agencies, residents and stakeholders to educate and encourage water sustainability efforts.
6. Data Collection and Analysis:
- Conduct environmental assessments and collect data on natural resources and sustainability initiatives.
 - Analyze data to measure the effectiveness of projects and inform decision-making.
 - Work with staff, agencies and stakeholders to identify and remedy water loss issues within the potable water system.
7. Community Outreach and Collaboration:
- Engage with the community through workshops, educational programs, and public events to raise awareness about sustainable practices and conservation efforts.
 - Work closely with cross-functional teams, including staff, regulatory agencies, engineers, residents, and community groups, to achieve shared sustainability goals.
 - Work with citizen groups to help the community research and propose new initiatives centered on sustainability and environmental best practices.

Supervision of Others

This position is not required to supervise employees.

Education and/or Experience

- Bachelor's degree in Engineering, Environmental Science, Natural Resources Management, Ecology, or related field, or 10 years related progressively responsible experience.
- Proven experience in water conservation, environmental policy analysis, water resource management, and sustainable practices.
- Experience in project management and community engagement.
- Proficiency in data collection tools, GIS software, and other relevant technology.

Knowledge, Skills and Abilities

- Must have strong analytical and problem-solving skills for data interpretation and project planning.
- Knowledge and ability to learn conservation and engineering principles and practices required for municipal utility infrastructure design and operation (storm water, potable water, hydrology).
- Knowledge and ability to learn the materials, methods and techniques used in the construction and maintenance of municipal projects.
- Knowledge and skill in the use of ArcGIS, word processing, spreadsheets, Outlook and other Microsoft office software.
- Ability to read and interpret plans, specifications, contract documents, technical manuals, legal descriptions, deeds, easements, written reports and correspondence.
- Knowledge of fleet electrification, grant writing and management, rain garden installation and management, and conservation practices.
- Must possess excellent communication and presentation skills for effective outreach and education.
- Ability to lead community groups in conversation, research and decision making processes.
- Ability to work with a variety of people and the public.
- Ability to perform and organize work independently.
- Ability to multitask and prioritize various responsibilities.
- Ability to understand and follow both written and oral instructions.
- Ability to communicate effectively and professionally, orally and in written form.
- Ability to develop and maintain effective working relationships with City personnel, City Council, and the general public.

Conditions of Employment

- Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

Physical Demands

Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work-station during the work period with appropriate breaks within that time frame. Must have the ability to type accurately on a computer keyboard. Must have ability to record names and numbers accurately (e.g. not transpose numbers and/or letters). Must have ability to hear while answering telephone and receiving visitors at counter. Must have the ability to work in all types of weather. Must have the ability to physically perform essential functions and requirements of the position including lifting up to 25 lbs.

Working Conditions

This position requires the employee to work alone, with others, around others and have contact with the public. Work is primarily performed indoors, but includes outdoor site visits as required and will have exposure to Environmental conditions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Acknowledgement/Signature

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Vadnais Heights.

Employee Signature

Date

**CITY OF VADNAIS HEIGHTS
COUNTY OF RAMSEY
STATE OF MINNESOTA**

RESOLUTION NO. 23-08-_____

A RESOLUTION APPROVING A BUDGET AMENDMENT FOR THE WATER UTILITY FUND

WHEREAS, the City Council has preliminarily approved a new Natural Resource Specialist position to assist with the White Bear Lake lawsuit and other environmental and sustainability goals; and

WHEREAS, the need for this position is immediate; and

WHEREAS, the Public Works Director has determined the specific duties and compensation package necessary to attract an individual to fill this position;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VADNAIS HEIGHTS that it approves the following budget amendment to fund the position for the remainder of 2023:

Increase the Water Utility Fund Salaries budget \$30,000 to \$177,854

Increase the Water Utility Fund PERA budget \$1,950 to \$14,899

Increase the Water Utility Fund FICA/Medicare budget \$2,295 to \$15,676

Increase the Water Utility Fund Insurance budget \$7,542 to 40,469

Total budget increase: \$41,787

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 15th day of August, 2023.

Attest:

Mike Krachmer, Mayor

Kevin Watson, City Administrator
(SEAL)