**LAC QUI PARLE-YELLOW BANK WATERSHED JOB DESCRIPTION**

**JOB TITLE**: Watershed Public Drainage Manager/Inspector

**DEPARTMENT**: Lac qui Parle-Yellow Bank Watershed District

**TITLE OF IMMEDIATE SUPERVISOR**: Lac qui Parle-Yellow Bank Watershed Administrator

**JOB SUMMARY**: The drainage manager/inspector manages maintenance, repair, water quality projects, buffer enforcement, and other programs affecting public drainage systems in Lac qui Parle County and throughout the Watershed under supervision of the Lac qui Parle-Yellow Bank Watershed Administrator.

1. **PUBLIC DRAINAGE DITCH MANAGER/INSPECTOR**
2. Manage the Lac qui Parle County public drainage systems affecting land in Lac qui Parle County by working directly with the Watershed Administrator and Board of Managers, Lac qui Parle County Board of Commissioners, joint ditch authorities, County Engineer, Watershed Districts, and other water and natural resource agencies.
3. Inspect the County ditch systems, oversee maintenance and water quality improvement projects, and administer contracts.
4. Manage the ongoing re-determination of drainage benefits, drainage improvements, repairs, and impoundments. Confer with ditch viewers, Attorney, County Auditor, and affected landowners regarding application of MS 103E Drainage Law and procedures to these projects. Explain engineer’s and viewers’ reports to affected parties.
5. Prepare monthly drainage report for Commissioners.
6. Identify potential ditch protection and water quality enhancement projects within ditch systems where erosion and other water quality issues are present. Work with affected parties to reduce potential and known impairments to public waters. Develop partnerships between landowners, resource agencies, and other stakeholders to promote implementation of identified beneficial erosion and water quality measures.
7. Create, manage, and implement the Electronic Drainage records by scanning the historic documents in order to create a digital archive using the DRM guidelines. Help create a GIS drainage system alignment layer using LiDAR and historic plans with Houston Engineering guidance according to the grant, migrate GIS data to DRM template, and use the Drainage DB software to enter and manage repairs and inspections starting in 2018 and into the future.
8. Attend statewide county ditch inspector meetings and trainings.
9. Assist the County Auditor in maintaining accurate ditch records by verifying bills, researching ditch files, answering questions, and coordinating drainage project notifications and publications as needed.
10. Coordinate with Administrator to develop a yearly and long-term work plan to inspect and inventory ditches to aid in planning, repair, and maintenance programs.
11. Oversee the recommendation of yearly ditch assessments to the County Auditor for Board approval and keep auditors abreast of monthly ditch fund balances.
12. Promote sound agricultural drainage ditch policies and clean water initiatives as directed by the County Board through planning, educational opportunities, and general public contact.
13. Serve as county representative on local watershed projects, watershed districts, and other water quality groups as needed. Serve as the primary county field spokesperson to explain MS 103E Drainage Law and County Ditch policies and procedures to affected parties.
14. **BUFFER ENFORCEMENT**:
15. Manage the buffer enforcement program for Lac qui Parle County and the Lac qui Parle-Yellow Bank Watershed District according to Watershed rules and County ordinances.
16. Send appropriate paperwork to landowners who are incompliant and work with them, County SWCD, and other agencies to bring their lands into compliance.
17. **LQP-YB WATERSHED MISCELLANEOUS DUTIES**
18. Assist with WRAPS, 1W1P, and WCA.
19. Assist with tiling permits and working with landowners on drainage issues.
20. Water and soil sampling may be required.
21. **OTHER DUTIES OR AS ASSIGNED**
22. Assist where needed or assigned by Administrator

**ESSENTIAL FUNCTIONS OF THE JOB**: All of the above described tasks are considered essential functions of the job.

**WORK ENVIRONMENT**: This position requires office, fieldwork, public meetings, and individual public contact. The majority of the fieldwork is done in Lac qui Parle County, but may include portions of Yellow Medicine and Lincoln Counties. Office work is performed at the Lac qui Parle-Yellow Bank Watershed District Office located in the Lac qui Parle County Courthouse. Supervision is under the direction of the Watershed Administrator and Board of Managers. Bending and lifting up to 50 lbs is required. Fieldwork requires walking over rough ground and may include carrying survey equipment, driving ATV’s, and using other equipment in a variety of weather conditions.

**Basic Qualifications for Appointment**:

* 2-year degree, 2-year related experience, or equivalent level of education and relative experience. 4-year degree desirable.
* Knowledge of farming practices and agricultural tile drainage practices and systems preferred.
* Computer skills required, proficient in Microsoft Office and Excel. Knowledge of GIS preferred.
* Good communication skills required.
* Experience working with the public, demonstrated public relation skills, effective writing skills.
* Valid driver’s license, able to provide proof of insurance, clean driving record.
* Occasional use of personal vehicle required (mileage reimbursed).