



Capitol Region Watershed District

595 Aldine Street
Saint Paul, MN 55104
(651) 644-8888 • capitolregionwd.org

BOARD APPROVED: June 15, 2022
LAST UPDATED August 13, 2025
GRADE: 3
JOB CLASSIFICATION: Technical III
POSITION TITLE: Projects and Grants Specialist
REPORTS TO: Planning, Projects, and Grants Division Manager

Capitol Region Watershed District (CRWD) embraces and values diversity and inclusion. CRWD seeks to recruit, promote, and retain employees that reflect the community we serve. We believe that diversity enriches the workplace and enhances the quality of our service. We are committed to a team that represents a variety of backgrounds, perspectives, and skills. CRWD encourages anyone interested and qualified to apply for open positions.

PRIMARY OBJECTIVE:

Performs various intermediate-level technical work in areas such as project or program coordination, planning, data management & analysis, project construction and inspection, infrastructure maintenance/inspection, GIS, or related work.

POSITION DESCRIPTION:

The Projects and Grants Specialist may coordinate or support CRWD's Stewardship Grant programs, including Clean Water Project, Planning, and Native Landscape grants. This may include program implementation, review and evaluation, project coordination, and assisting grantees. The Projects and Grants Specialist may also be responsible for coordinating or supporting the inspection of grant-funded infrastructure. Additionally, the Specialist may be responsible for coordinating small to medium-scale project design and construction, natural resource restoration projects, and water and natural resource assessments and studies.

ESSENTIAL FUNCTIONS:

1. Coordinate or support District grant programs.

This includes the District's Clean Water, Native Landscape, and Planning grant programs. Essential tasks include conducting periodic reviews of grant program policies, evaluating program success, and providing recommendations on improving programs. Work may also include grant program administration, promotion, conducting site visits, reviewing plans, coordinating with grantees, and managing the District's project database.

2. Conduct and evaluate results of annual BMP inspections of grant-funded BMPs and provide technical assistance to grantees.

Responsibilities may include coordinating annual inspections with grantees and volunteer inspectors, training volunteers, reporting results, providing maintenance recommendations to grantees, and conducting outreach.

3. Coordinate or support the planning, design, and construction of boulevard rain garden projects and other BMP projects.

Work with partners and property owners to identify and pursue boulevard rain garden opportunities. This may include municipal street reconstruction projects, ROW utility work, and ash tree removal. Responsibilities include property owner and municipal partner coordination and communication, BMP siting and design review, consultant and contractor procurement, coordination and contract administration, and BMP construction oversight.

4. Conduct water and natural resource studies.

Work with consultants, partners, and other staff to better understand existing conditions and identify opportunities to improve water and other natural resource health and resiliency through small to medium scale assessments and studies. This may include subwatershed studies, neighborhood/small area planning work, and BMP feasibility studies.

5. Data management and coordination.

Manage and update the District's project database to support District programs and projects. This may include working with a consultant, conducting data queries/analyses, and supporting other District divisions with database setup and functionality improvements.

6. Assist with capital project development and implementation.

Provide support to Project Managers during the planning, design and construction of CRWD capital improvement projects.

7. Coordinate or support CRWD planning efforts.

Lead or support CRWD plan development or other planning efforts. Participate in planning and review of plans developed by partners or other agencies.

ADDITIONAL FUNCTIONS:

1. Provide technical and field support to other District programs, including monitoring, permitting, facility management and communications and engagement.
2. Stay informed of new and emerging trends in stormwater management. Work with District staff and programs to incorporate effective new technology and systems into District programs and projects.
3. Perform other duties as needed or required.

SALARY: The salary range ranges from \$59,628 - \$89,506, and the initial salary depends on qualifications and experience.

MINIMUM QUALIFICATIONS: Minimum 3 years professional experience with BA or BS degree, or equivalent combined relevant work and education experience.

KNOWLEDGE, SKILLS, and ABILITIES (KSA's):

General

- Proficiency with a personal computer (PC) and Microsoft software packages for word processing, spreadsheet, database management, and computer-generated graphics. Specifically, but not limited to, Microsoft Office, Excel, Word, Access, and PowerPoint. The ability to effectively use email, internet applications, and other common software applications.
- Perform varied and challenging detail-oriented work.
- Ability to establish priorities, balance diverse work, and implement projects successfully.
- Proven ability to take direction from supervisor and colleagues, work successfully with some independence, and use good time management skills.
- Ability to develop and maintain effective working relationships with the District's Administrator, Deputy Administrator, Planning, Projects and Grants Division Manager, and other staff.
- Ability to develop effective cooperative relationships with technical and policy staff, state and local government officials, private entities, and the community.
- Promote a diverse, inclusive, culturally competent, and respectful workplace.
- Must have a valid Minnesota driver's license and vehicle available for periodic business use on a mileage reimbursement basis. The vehicle must have insurance approved by CRWD.

Technical and Policy

- Knowledge of and working experience with green infrastructure and stormwater BMP planning, design, construction, operation, and maintenance.
- Knowledge of watershed management, surface and groundwater hydrology, natural resource management, soils, and MN native plants.
- Experience with BMP design software, watershed/water quality assessment models and/or outputs (e.g., HydroCAD, P-8, MIDS, SWMM), and GIS.
- Ability to analyze technical data and write technical reports and memos.
- Ability to review and interpret construction drawings, diagrams, and specifications.
- Familiarity with local, state, and federal stormwater programs and regulations.

Project Management

- Excellent project management skills with ability to establish priorities, balance large volumes of diverse work and implement projects successfully.
- Attention to detail and demonstrated ability to develop project scopes of work and budgets.
- Experience developing and managing professional services, construction, and vendor contracts.
- Ability to effectively provide direction to consultants, contractors, and vendors to ensure contract requirements are met.
- Ability to effectively lead project teams consisting of staff, public partners, and other stakeholders.
- Excellent conflict management and interpersonal skills.

Communication

- Responds to a variety of requests in verbal and written form.
- Fosters two-way communication and listens to others' views or suggestions.
- Has a strong ability to respond to information requests from internal and external audiences appropriately.
- Effectively listens, speaks, and interacts tactfully in a workgroup or with the public.

- Produces effective and easily understood technical reports, documents, and correspondence.

Core Competencies

- Knows and uses fundamental concepts of a particular field of specialization.
- Demonstrates the ability to learn standard procedures and follow written instructions to accomplish entry-level technical duties related to assigned responsibilities.
- Performs varied work that may be somewhat complex but involves limited responsibility.

SUPERVISION RECEIVED: Works with moderate oversight and has some latitude for decision-making. Confers with supervisor on matters that may impact scope, timeline, and/or budget.

SUPERVISORY RESPONSIBILITIES: May provide day-to-day work direction to less experienced employees.

RESPONSIBILITY FOR PUBLIC CONTACT: High level of public contact requiring tact, courtesy, and good judgment.

EMPLOYEE HANDBOOK: All employees must sign an acknowledgment form indicating receipt and acknowledgment of the employee handbook.

EMPLOYMENT CLASSIFICATION: Salaried, exempt from the provisions of the Fair Labor Standards Act.

BACKGROUND CHECKS: All employment offers are conditioned upon the applicant passing background checks. Convictions are not an automatic bar of employment. Each case is considered on its individual merits, and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment or removed from employment.

EQUAL OPPORTUNITY EMPLOYER: Capitol Region Watershed District is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, creed, religion, age, sex, disability, marital status, political affiliation, genetic information, sexual orientation, gender identity, public assistance, veteran status, national origin, or other legally protected status protected under federal, state, or local law.

If you need assistance or an accommodation due to a disability, please contact us at careers@capitolregionwd.org, 651-644-8888.

PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT

WORK ENVIRONMENT

- 1) Normal shift = eight (8) hours for five (5) consecutive days.
- 2) Work location normally in a controlled environment.
- 3) Stress level varies from low to very high.

PHYSICAL DEMANDS

Type of Activity	Frequency
Walking/standing:	M
Sitting:	S
Standing in One Place:	M
Climbing:	O
Pulling/Pushing:	M
Crawling/Kneeling/Squatting:	M
Bending/Stooping:	M
Twisting/Turning:	M
Repetitive movement:	M
Lifting waist to shoulder:	M
Lifting knee to waist:	M
Lifting floor to knee:	M

S = Significant M = Moderate O= Occasional