



WATER QUALITY PLANNER

The Toledo Metropolitan Area Council of Governments (TMACOG) is a metropolitan and regional planning organization that provides water quality, transportation, and other planning services to 6 counties in northwest Ohio and southeast Michigan. Detailed information about TMACOG can be found on our website at <http://www.tmacog.org>.

TMACOG seeks a qualified and highly motivated person to serve in the Water Quality Department. This position is responsible for facilitating communication and working with local, state, and federal government agencies; community organizations; regional business interests; and the general public to develop the Areawide Water Quality Management Plan (AWQMP) in coordination with other regional plans. The Water Quality Planner uses technical, analytical, and communication skills to coordinate planning projects and engage regional stakeholders to improve water quality in accordance with the TMACOG mission, purpose and strategic goals.

KEY RESPONSIBILITIES:

- **Areawide Water Quality Management Plan (AWQMP)**
 - Lead staff person maintaining TMACOG's regional water quality and sewer plan
 - Keep the AWQMP dynamic and up to date with current water quality issues, water quality regulations, regional priorities, and regional water quality plans
 - Manage GIS and tabular datasets of the region's water and wastewater infrastructure
 - Develop mapping and graphical material to communicate concepts to members and stakeholders
 - Engage regional stakeholders in data gathering for infrastructure updates
 - Integrate infrastructure planning with a broad spectrum of environmental planning principles and policies
 - Stay up to date with water infrastructure funding programs, National Pollutant Discharge Elimination System (NPDES) permitting, and state/federal regulations

- **Water and Wastewater Committees**
 - Lead staff person coordinating the Drinking Water and Wastewater Committees
 - Develop meeting agendas in collaboration with committee leadership to engage TMACOG members in regional water and sewer coordination and planning
 - Coordinate water and wastewater operator training events
 - Update members on current water quality innovations and technologies
 - Educate students and the public in issues of water quality, drinking water, and wastewater
 - Make recommendations for local, state, and federal policies related to water and sewer
 - Develop projects and seek grant funding to support members and TMACOG priorities

WATER QUALITY PROGRAM SUPPORT:

- TMACOG's Water Quality Program addresses a broad range of water quality issues impacting northwest Ohio. This position will support the efforts of all Water Quality program areas including Stormwater, Agriculture, Watersheds, Drinking Water, and Wastewater as well as many educational programs. In addition, this position will support the overall mission of TMACOG in providing services to members.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop, facilitate and work in partnership with teams of stakeholders on various issues of regional concern

- Prepare grant proposals, coordinate partners, develop budget, and complete reporting requirements
- Design methods for and conduct data collection, analyses, field studies and other planning processes
- Develop conclusions and provide recommendations based on interpretations and analyses
- Develop and give effective public presentations and press communications
- Give briefings or presentations to members, the public and other stakeholders
- Connect members and stakeholders with resources to promote projects and policies to increase water quality
- Provide public outreach and education to increase knowledge and support for water quality practices
- Assist in planning and implementation of effective outreach through events and various media.
- Provide training and other resources to members
- Oversee the preparation of graphics for planning documents and presentations
- Seek and participate in opportunities for professional development
- Participates in or may be responsible for the administration of appropriate committees
- Offer guidance to part-time staff assisting with projects and programs

COMPETENCIES:

- Ability to draw meaningful conclusions from statistical reports and analysis of multiple datasets
- Computer skills including file management, spreadsheets, databases, and Geographic Information System (GIS)
- Strong oral and written communication skills
- Strong research and organizational skills
- Strong time management and ability to multitask
- Demonstrated teamwork skills
- Possess a current, valid driver's license.
- Legally able to work in the U.S.

PHYSICAL DEMANDS/REQUIREMENTS: Work is typically performed at a desk or table requiring use of standard office equipment. Intermittent sitting, standing and stooping; must be able to occasionally move or lift objects of no more than 30 lbs. The employee is regularly required to stand, talk or hear in person or over the telephone, and may be required to traverse rough or slippery terrain. The employee is required to be able to drive themselves to offsite work locations or meetings.

WORK ENVIRONMENT/CONDITIONS: While performing the duties of this job, the employee regularly works in an office setting. Occasional work outdoors and in variable weather conditions may be required.

TRAVEL: Travel is expected to meetings both inside TMACOG and in the community. Attendance is expected at occasional evening and weekend meetings/functions as needed. Occasional overnight or day travel outside of the region may be required.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in related field required, advanced degree preferred
- 2-4 years of relevant experience or equivalent combination of education and experience
- Working knowledge in private wastewater systems and public wastewater and drinking water infrastructure and utilities
- Experience in data processing and analysis using geographic information systems (GIS)
- Experience or education in civil engineering preferred, but P.E. is not required for this position

SALARY AND BENEFITS:

- Title classification to be determined commensurate with experience, and corresponding salary of \$40,000-\$52,000, depending on qualifications.
- TMACOG offers a competitive benefits package including health and dental insurance, retirement contributions, vacation time, sick time, personal time, flexible work schedules, and employer paid professional accreditations, memberships, and conferences.

Interested candidates should forward a letter of interest, resume, and professional references to resume@tmacog.org. TMACOG is an Equal Opportunity Employer.