



SUGAR CREEK WATERSHED COORDINATOR

Position Announcement for the Hancock, Henry, Madison and Shelby Counties, Indiana

The Hancock County Soil and Water Conservation District is working to develop support from landusers and businesses in the local community on a watershed project that addresses resource and environmental issues. The SWCD's goal is to assist community stakeholders in identifying and implementing programs, which improve and conserve the natural resources of the watershed. This Watershed Coordinator's position is a grant funded position with a two- year completion date.

✓ **Task: A**

The Sugar Creek Watershed Coordinator/Steering Committee shall produce a watershed management plan (WMP) for the Sugar Creek watershed (Hydrologic Unit Code 05120204060). The watershed plan shall include all elements listed in the State's Watershed Management Plan Checklist (updated 2003). The WMP must be designed to achieve the reduction in pollutant load called for in the nonpoint source Sugar Creek TMDL. The Sugar Creek Watershed Coordinator/Steering Committee shall provide one (1) hard copy and two (2) electronic copies compatible with State software of the watershed management plan to the State, and make copies available to local libraries, local officials and land use planners in the watershed, and everyone on the plan distribution list. A copy of the draft plan shall be submitted to the State for review and comment no less than every six (6) months during the project term. A copy of the complete plan shall be submitted to the State for review and approval no less than two (2) months prior to the grant agreement end date. The Watershed Management Plan Checklist shall be submitted with each draft plan indicating where in the plan each checklist element may be found.

- The Sugar Creek Watershed Coordinator/Steering Committee shall form an advisory group to guide the development of the watershed management plan and shall conduct advisory group meetings on no less than a bi-monthly basis. The Sugar Creek Watershed Coordinator/Steering Committee shall produce and distribute a project update to the advisory group on no less than a monthly basis.
- The Sugar Creek Watershed Coordinator/Steering Committee shall conduct a GIS-based watershed assessment to obtain information including land use, impervious area, and existing Best Management Practices (BMPs) in the watershed.
- All Geographic Information System data created or modified by the Sugar Creek Watershed Coordinator/Steering Committee for delivery to the State shall meet the Indiana State Agencies Arc/Info Data Collection Standards except for metadata. Metadata shall meet the Federal Geographic Data Committee (FGDC) standard called the Content Standard for Digital Geospatial Metadata. Any deviation from either standard must have prior written approval from IDEM.

✓ **Task: B**

The Sugar Creek Watershed Coordinator/Steering Committee shall conduct a monitoring program to assess water quality conditions in the Sugar Creek watershed. Monitoring shall be conducted on at least a monthly basis for one (1) year at approximately eight (8) sites. Parameters monitored shall include at least stream flow, dissolved oxygen, E. coli, nitrate,

total phosphate, orthophosphate, turbidity, pH, biochemical oxygen demand and temperature.

- The Sugar Creek Watershed Coordinator/Steering Committee shall conduct stream macroinvertebrate sampling no less than two (2) times per year at approximately eight (8) sites in the watershed, preferably during July through October, and analyze the collected community using the State's macroinvertebrate Index of Biotic Integrity (mIBI). The Sugar Creek Watershed Coordinator/Steering Committee shall conduct a habitat assessment during the biological sampling activities using the State's Qualitative Habitat Evaluation Index (QHEI). The Sugar Creek Watershed Coordinator/Steering Committee shall submit all collected data and quality assurance information to the State in electronic format compatible with state software.
- The Sugar Creek Watershed Coordinator/Steering Committee shall develop a Quality Assurance Project Plan (QAPP) for the monitoring activities and submit it to the State for approval at least one (1) month prior to initiating monitoring activities. The Sugar Creek Watershed Coordinator/Steering Committee shall conduct all monitoring activities in accordance with the approved QAPP.

✓ **Task: C**

The Sugar Creek Watershed Coordinator/Steering Committee shall conduct education and outreach activities to raise public awareness and participation in the Sugar Creek Watershed Project. The Sugar Creek Watershed Coordinator/Steering Committee shall:

- ❖ Submit no less than eight (8) news releases to the local media;
- ❖ Develop and distribute no less than eight (8) newsletters about the project to watershed stakeholders;
- ❖ Conduct no less than two (2) workshops and/or field days to educate stakeholders about agricultural and urban Best Management Practices (BMPs);
- ❖ Create displays to promote the project at events such as the 4-H Fair, SWCD Annual Meeting, WET Celebration, and Tox-Away Day;
- ❖ Attend no less than two (2) meetings of local water resource agencies, departments, or civic groups per year to provide project updates;
- ❖ Create and distribute a survey to landowners in the watershed to solicit information about existing BMPs and general knowledge of the watershed;
- ❖ Establish a Riverwatch volunteer monitoring group; and
- ❖ Establish a storm drain marking program.

✓ **Task: D**

The Sugar Creek Watershed Coordinator/Steering Committee shall prepare and submit written reports to the State with each invoice, on at least a quarterly basis. A total of no less than seven (9) written quarterly progress reports shall be prepared and submitted by the Sugar Creek Watershed Coordinator/Steering Committee to the State. The Sugar Creek Watershed Coordinator/Steering Committee shall prepare and submit two (2) hard copies and one (1) electronic copy of a final written summary report to the State by the close of this project.

Qualifications:

Bachelor's Degree, or equivalent experience and skills, in a natural resources field such as agriculture, hydrology, biology, environmental science or resource management as well as two years professional experience in a related field.

The applicant should have excellent organizational, writing and speaking skills; have a working knowledge of computer and basic software programs; and be enthusiastic, self-motivated, optimistic, and able to communicate and work with a diverse audience.

Salary - \$30,000 plus mileage allowance.

No benefits are available and applicant would be responsible for all taxes.

Submit a resume with a cover letter highlighting experience and any other skills relevant to listed qualifications and responsibilities. Also, include three references.

Submit by email to cindy.beckner@in.nacdnet.net or mail to Hancock County SWCD, 1101 W Main St Ste. N Greenfield, IN 46140. Application deadline is December 31, 2006.

Selection prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status.