



## September 2020- August 2021 Service Year POSITION DESCRIPTION

### Position Title

Water Quality Planner

### Sponsoring Organization

Addison County Regional Planning Commission, Middlebury, VT

### Sponsoring Organization's Mission

*Planning together to improve and sustain healthy, prosperous, and beautiful communities.*

ACRPC accomplishes that mission by:

1. Providing a forum for municipalities to discuss and resolve mutual concerns;
2. Providing planning and technical assistance (during all project phases) to help communities implement projects and objectives from Town and Regional plans;
3. Collecting and distributing research, planning information, and expertise collaboratively; and
4. Developing an actionable, relevant, and visionary Regional Plan.

### Goals for the ECO AmeriCorps Position

The 2020-2020 annual core goals of the Water Quality Planner are outlined below:

ACRPC's goals for the Eco-AmeriCorps position include the following:

1. Help to plan for and implement projects to improve water quality within the Region;
2. Help the Region's member municipalities plan for and implement projects to improve water quality;
3. Help local watershed groups advance their missions concerning improving the Region's water quality; and
4. Provide a broad range of planning, grant writing and implementation experiences for the Eco-AmeriCorps service member.

### Essential Functions. Functions that the applicant must be able to perform

- 1) Outreach, education, and training specifically with municipal road foreman and town officials (select board members) on the Municipal Roads General Permit and the importance of increased municipal storm water management.
- 2) Field service to assist Towns accurately complete road erosion inventories using the FREDI tool developed by ACRPC.

3) Grant writing to assist Towns identify projects and take advantage of available funding to improve water quality through various methodologies (green infrastructure, sewer line replacement, bank stabilization, riparian restoration, etc).

4) Assist ACRPC in pursuing Clean Water Service Provider membership, assist in the transition into the CWSP structure, and participate in CWSP projects.

5) Assist the Addison County River Watch Collaborative with current projects and provide capacity and organizational support in a variety of ways, which can include, but are not limited to:

- Organizing efforts to obtain written landowner permission at various sampling sites;
- Assisting the new technical coordinator with data analysis and report generation;
- Coordinating sampling activities for one of the next focus rivers; and
- Updating the River Watch website to better visualize data.

Marginal Functions. These are secondary to Essential Functions, may be negotiable, and can be completed as time allows.

The following list details projects ACRPC would be interested in having an ECO AmeriCorps member implement during their service term. Follow through on each of these projects will be dependent on the Member's technical skills and interests in addition to the present needs of the Commission.

- 1) Update culvert inventories on Fulcrum and VT-Culverts database to include size and angle of approach for each of the culverts in the region as a way of evaluating their efficacy during a bank-full flood event. Culvert inventories will involve field service, specifically in locating and assessing the culverts. This project may also include the development of materials to instruct future Members on how to conduct culvert assessments and update applicable databases. If possible, evaluate culvert efficacy through modeling tools, to determine which ones are in need of replacement.
- 2) Organize/coordinate/participate in annual Municipal Conservation Commission meetings focused on watershed improvements in each watershed necessary to help meet state water quality standards. Addison County watersheds include: Lemon Fair, New Haven River, Otter Creek, Dead Creek, Little Otter Creek, Middlebury River, Lewis Creek, and Lake Champlain-Direct. The Member likely could coordinate annual meetings for 1-2 watersheds.
- 3) Compile an information document/report on ecologically-engineered best management practices (using native plantings, soil, etc) that would be effective in various Addison County communities (based on soils, elevation, etc) to treat stormwater as opposed to built infrastructure fixes (sub-surface cisterns, dry wells, etc).
- 4) Use data collected from Road Erosion, Culvert, and Storm Water Inventories in conjunction with town select boards and Road Foreman to create Capital Improvement Plans for equipment and storm water conveyance structure replacement.

#### Desired Qualifications

ACRPC hires based on skills and attitude. We want a candidate with a passion for water quality, good interpersonal, writing and computer skills (particularly GIS and data management software) and who functions well in a small team environment. The Candidate must possess a bachelor's degree in environmental planning or a related field with a strong ability to think independently and to use and understand plans, maps and statistics. The candidate should be able to coordinate interest groups, possess a familiarity with water quality rules and farming practices and local and regional planning. Proficiency with GIS systems and grant writing abilities are also desired.

### Service Conditions

This is primarily an indoor planning position with regular hours (8am-4pm; 9am-5pm). Some field service and/or night meetings may be required.

### Minimum Qualifications:

- Be a US citizen, a national, or legal permanent resident alien of the U.S.;
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit);
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Must submit to Agency of Human Services checks, i.e. Adult Abuse and Child Abuse Prevention;
- Be committed to the ECO AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events, and be prepared to drive up to 2-3 hours each way.