

**DEPARTMENT:** NIAGARA COUNTY SOIL AND WATER CONSERVATION DISTRICT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JUNE 27, 2014

**REMEDIAL ACTION PLAN (RAP) COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The Niagara County Soil and Water Conservation District (NCSWCD) serves as the lead agency for the Remedial Action Plan (RAP) coordination and management for Eighteen Mile Creek located in Niagara County. The NCSWCD Eighteen Mile Creek RAP Management Project aims to make substantial progress towards de-listing of the Eighteen Mile Creek Area of Concern (AOC) through strategic management of Creek remediation activities.

This position involves responsibility for tracking and coordinating existing remediation efforts and projects aimed at eliminating beneficial use impairments; developing programs and securing funding to perform remedial investigations and contaminant track-down and delineation projects to address gaps in the existing RAP data; managing data to support RAP implementation and de-listing efforts; and for providing community outreach to actively engage all stakeholders in the RAP process. The incumbent is also responsible for public relations, education, and coordination for the implementation of the Storm Water Phase II regulations through the Western New York Storm Water Coalition; and the oversight of the county Water Quality Coordinating Committee and management of water quality monitoring programs. The work is performed under the direct supervision of the Agricultural Engineer with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Develops a catalog of current watershed projects that may affect the Area of Concern (AOC) de-listing;
2. Reviews project progress and identifies collaborative opportunities for increased project scope and funding;
3. Creates Geographic Information Systems (GIS) maps to assist with the tracking of current investigations and allow for presentation of any current or future work to be presented in an electronic format;
4. Collaborates with other Great Lakes programs and related organizations regarding RAP activities;
5. Conducts a variety of studies in the watershed, tracks and coordinates these studies through the RAP management project. These studies include; 1. sediment sampling, bio-accumulation sampling, and watershed sediment transfer modeling in the entire watershed; 2. remedial investigation of creek sediments and adjacent lands in the City of Lockport; 3. remedial investigation of the Flintkote brown-field site; 4. watershed nutrient and soil loss investigation; and 5. preliminary development of a watershed management plan;
6. Develops a dynamic work plan to accomplish the RAP initiatives and identify locations requiring further investigations;
7. Identifies, investigates and delineates gaps in the RAP initiatives and contaminant sources;
8. Seeks funding to develop a Information Repository to store hard copy and on-line information regarding Eighteen Mile Creek; to transfer important historical documents to electronic formats, including GIS layering; and to collaborate with all involved agencies to develop a protocol for reporting new data to facilitate information sharing and ongoing research;
9. Conducts informational meetings, events and presentations in order to actively engage all stakeholders in the RAP process and assure public involvement;
10. Prepares quarterly and annual reports to describe and track remediation efforts aimed at eliminating beneficial use impairments identified in the RAP;
11. Organizes and attends quarterly meetings.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of watershed analysis and planning; good knowledge of Geographic Information Systems; working knowledge of all applicable water quality regulations; good verbal and written communication skills; computer and research skills to seek and apply for grant funding; working skills of Geographic Information Systems; ability to establish cooperative working relationships with other individuals and organizations; ability to work independently; ability to coordinate research work and to review technical reports; ability to prepare and deliver presentations to a wide range of audiences; ability to prepare reports; willingness to work a flexible schedule to attend evening meetings; ability to operate required computer programs to track projects; reliability; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

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**REMEDIAL ACTION PLAN (RAP) COORDINATOR CONTINUED**

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree in Geographic Information Systems, Environmental Engineering, Physical Geography, Water Resource Planning or closely related field; or

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with an Associate's degree in Geographic Information Systems, Environmental Engineering, Physical Geography, Water Resources Planning or closely related field and two (2) years of paraprofessional or professional experience in GIS, environmental engineering or watershed planning or a closely related field.