JOB DESCRIPTION

JOB TITLE: Watershed Protection Specialist

REPORTS TO: Lake George Waterkeeper

EMPLOYMENT STATUS: Full-time

FLSA STATUS: Exempt

MANAGING: None; may coordinate project participants.

POSITION OVERVIEW

The Watershed Protection Specialist applies technical expertise to identify and assess proposed and active land-use activities affecting Lake George and its watershed. Reporting to the Lake George Waterkeeper, the Specialist develops findings and recommendations that inform LGA's response and supports water-quality solutions, advocacy, and public engagement. The position is based in Lake George, New York, with office, field, and community-based work.

KEY RESPONSIBILITIES

Land Use Review and Field Assessment

- Monitor development and other land-use activities; analyze site plans, permit applications, environmental assessments, and stormwater and wastewater information for water-quality impacts and compliance with municipal and state regulations.
- Conduct site visits and field investigations to assess runoff, erosion, wastewater, shoreline conditions, and other watershed concerns; use ArcGIS to analyze conditions and prepare supporting maps.
- Track projects through municipal, regional, and state review processes and develop technical findings, recommendations, and follow-up for Waterkeeper review.
- Maintain relationships with officials, agencies, engineers, property owners, and community members; address or route land-use and water-quality inquiries.

Water Quality Projects and Technical Support

- Evaluate practices and technologies that prevent or reduce water-quality impacts, drawing on current research, field data, and regulatory requirements.
- Carry out assigned project work plans; coordinate participants and schedules, track approved budgets and grant or contract deliverables, and maintain permits and project documentation.
- Conduct watershed patrols, environmental data collection, and technical research to evaluate concerns and advance projects; report progress and resource needs to the Waterkeeper.
- Work with the Waterkeeper and Science Department to conduct field operations and data collection related to the various projects that are ongoing in the Lake George Basin.

Advocacy and Engagement

- Prepare technical comments, testimony, presentations, and other materials for organizational approval; attend hearings and public meetings and present approved LGA comments when authorized.
- Provide technical and regulatory analysis to the Director of Government Relations to inform LGA's policy and advocacy work; translate findings for public education and communications.
- Support Waterkeeper Alliance standards and resources, Board and committee reporting, and LGA educational, community, and fundraising events as assigned.

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CORE FUNCTION TIME ALLOCATION

For budget planning and audit documentation: 50% Solutions; 50% Advocacy.

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QUALIFICATIONS

- Technical knowledge and analytical skills to assess land-use proposals, technical reports, maps, and regulatory materials and develop sound water-quality recommendations.
- Ability to work independently within established goals and policies, exercise sound judgment, and recognize when guidance or approval is needed.
- Strong organizational skills, including the ability to manage concurrent assignments, meet deadlines, produce accurate work, and communicate changing priorities or resource needs.
- Ability to communicate technical information clearly and collaborate effectively with colleagues and external partners.
- Adaptability, receptiveness to feedback, and a commitment to improving professional skills and practices.
- Proficiency in ArcGIS, or comparable GIS skills and the ability to become proficient in ArcGIS.
- Valid driver's license and ability to obtain and maintain a New York State Boating Safety Certificate.

PREFERRED QUALIFICATIONS

- Bachelor's degree in land-use planning, environmental science, civil or environmental engineering, stormwater or natural-resource management, limnology, aquatic biology, or a related field, or an equivalent combination of education, training, and experience.
- At least two years of relevant professional experience in land-use planning, watershed protection, environmental review, stormwater management, engineering, or a related field.
- Experience with municipal planning or zoning, environmental permitting, stormwater or wastewater systems, erosion control, or shoreline development.
- Experience conducting site visits, environmental fieldwork, or water-quality monitoring and sampling.
- Knowledge of Lake George's watershed, or lived or professional experience in the Adirondacks, Lake George region, or a comparable place-based conservation context.
- Boating experience.
- FAA remote pilot certification or relevant drone-operating experience.
- Nonprofit experience and an interest in conservation and environmental protection.

ORGANIZATIONAL STANDARDS

The following expectations apply to all positions at the Lake George Association:

- Advance LGA's mission through a science-informed, equity-minded, and solutions-focused approach to protecting Lake George.
- Commitment to diversity, equity, and inclusion and the ability to contribute to a respectful, supportive, and inclusive workplace.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint, with additional role-specific software where appropriate.

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PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

- Regular travel throughout the watershed and surrounding region for fieldwork, meetings, and events; occasional travel outside the region and evening or weekend work as needed.
- Safe operation of LGA vehicles, boats, monitoring instruments, and field equipment in accordance with applicable laws, certifications, safety procedures, and LGA policies.
- Outdoor site visits and data collection in varied seasonal conditions, occasionally below zero, including travel over uneven terrain without marked trails.
- Ability to enter, exit, and work aboard boats, transport field equipment, and operate standard office equipment and keyboards, with or without reasonable accommodation.
- Ability to withstand year-round work in outdoor weather conditions, occasionally in streams and lakes with depths greater than five feet.

NOTE: This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job· related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

The Lake George Association is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.