



## PLANNER – WATER QUALITY FOCUS

**DATE CREATED/REVISED: 1/17/2024**

**FLSA STATUS: NON-EXEMPT**

**REPORTS TO: DIRECTOR OF WATER QUALITY PLANNING**

**SUPERVISES: MAY OVERSEE WORK OF OTHER STAFF**

**POSITION SUMMARY:** The position is an intermediate to senior level planner who is vital to the development of TMACOG's Areawide Water Quality Management Plan (AWQMP or 208 Plan.) This individual uses their technical, analytical, and communication skills to engage stakeholders as TMACOG modernizes northwest Ohio's key water quality planning document.

### **ESSENTIAL FUNCTIONS:**

- Integrate water infrastructure planning with a broad spectrum of environmental planning principles and policies
- Coordinate committees and facilitate working groups to engage partners, stakeholders, and the public
- Identify informational needs and design methods for data analysis
- Gather, manage, and analyze infrastructure, water quality, demographic, and GIS datasets
- Develop conclusions and provide recommendations based on data analysis and interpretation
- Communicate complex concepts, prepare documents and reports, and develop visual materials
- Develop projects, implement project objectives, and complete reporting requirements
- Research and communicate current water quality innovations, technologies, policy changes, and funding opportunities
- Provide briefings and presentations to elected officials, the public, and other stakeholders
- Coordinate training events to support professional development of water and wastewater operators
- Educate students and the public on water quality issues and water workforce needs
- Oversee project work of other staff members and offer guidance

### **EDUCATION AND/OR EXPERIENCE:**

- B.S. or B.A. in environmental planning, environmental sciences, or civil/environmental engineering required. Advanced degree, license, or certification strongly preferred
- 5+ years of relevant full-time experience or equivalent combination of education and experience
- Experience developing AWQMP/208 Plans preferred

### **COMPETENCIES:**

- Ability to apply planning processes and approaches to develop regional plans and priorities
- Familiarity with the Clean Water Act and the associated state/federal regulations and funding programs
- Familiarity with climate resiliency, environmental justice, and emerging contaminants
- Working knowledge of drinking water and wastewater treatment, source water, stormwater, and nonpoint source pollution
- Ability to analyze tabular and GIS datasets and draw meaningful conclusions
- Ability to coordinate the work of staff and stakeholder groups to complete projects and initiatives
- Strong verbal and written communication skills, including experience in public speaking
- Strong time management and organizational skills and ability to prioritize tasks for effective completion
- Demonstrated teamwork and leadership skills

**PHYSICAL DEMANDS/REQUIREMENTS:** Work is typically performed at a desk or table requiring use of standard office equipment. Intermittent sitting and standing; must be able to occasionally move or lift objects of no more than 30 lbs. The employee is regularly required to communicate in person, over telephone or virtual meeting platform, and via email.

**WORK ENVIRONMENT/CONDITIONS:** While performing the duties of this job, the employee regularly works in an office setting. Work from a home office using equipment provided by employer is also expected. Occasional work outdoors and in variable weather conditions can also be expected.

**TRAVEL:** Travel is expected to meetings both inside TMACOG region and in other parts of Ohio. Attendance is expected at occasional evening and weekend meetings/functions as needed. A valid driver's license, reliable transportation, and ability to legally work in the U.S. are required.

**OTHER DUTIES:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**SALARY AND BENEFITS:**

- Salary and Job Title will be determined commensurate with experience. The following titles and starting salaries will be considered for this position:
  - Planner II - \$50,000 – \$60,000
  - Planner III - \$60,000 – \$70,000
  - Project Manager - \$70,000 – \$75,000
- TMACOG offers a competitive benefits package including health and dental insurance, retirement contributions, vacation time, sick time, personal time, and employer paid professional certifications, memberships, and conferences.

To apply, please submit a letter of interest, resume, and three professional references to [resume@tmacog.org](mailto:resume@tmacog.org). This position is open until filled. No phone calls, please.

TMACOG is an Equal Opportunity Employer