



## **Grand County Water Information Network**

### Water Quality Monitoring Program Coordinator/Field Technician Job Description

**Reports To:** GCWIN Executive Director  
**Part-Time Year Round:** 40 hours per week, April through October  
10-15 hours per week, November through March  
**Starting Pay Range:** \$25/hour  
**Benefits:** Workers compensation, spending allowance for waders, mileage and cell phone reimbursement  
**Location:** 610 Center Drive. Grand Lake CO, 80447. Commutes all of Grand County (Winter Park, Fraser, Granby, Grand Lake, Kremmling) Work vehicle provided.  
**Contact:** Any questions please call 970-627-8162 (office) 863-990-5409 (Director Cell)  
Please send resume and cover letter to: [Mary.price@gcwin.org](mailto:Mary.price@gcwin.org)

#### **Summary:**

Grand County Water Information Network was founded in 2004 as a collaborative effort to enable better decision-making through science-based water quality monitoring, information sharing, and educational programming. The Water Quality Program Coordinator will need to be an energetic and independent worker, excited about water quality monitoring, data collection and management. He/she will develop, implement, and manage the water quality monitoring programs for GCWIN in coordination with the Executive Director. The Program Coordinator will ensure field equipment is in top operating condition and that data downloading and collection meets quality control standards.

#### **Essential Duties and Responsibilities:**

- Program management – ability to develop, implement and complete programs in a timely manner, within specified budget constraints with willingness to learn and adapt quickly, and juggle multiple responsibilities at once. Current programs are as follows: Stream temperature, Secchi, Temperature and Electric Conductivity, and River Watch.
  - In coordination with the Executive Director program management includes: writing scopes of work, budgeting for each program, equipment and technology management, and ensuring impeccable data quality.
  - Other program management may include: determination of monitoring site locations, selection of monitoring parameters, determining sampling frequency and finding laboratories to use for analyses.
- Data management – organize and perform water quality data transformations by converting source data to standardized formats, ensuring that data quality, integrity, and completeness is maintained or improved.
- Field Equipment management – oversee and maintain all of GCWIN's water quality monitoring equipment which includes calibrating, installing, operating, and troubleshooting.
- Support Executive Director with water education programs and any other tasks that may not be listed here.

#### **Qualifications and Skills:**

- Bachelor's or master's degree in natural resource management, watershed management, environmental science, or similar field of study preferred but not required.
- Proficiency with data management and supporting software including Microsoft Excel.
- Proficiency with maintenance and calibration of field equipment
- Knowledge of water quality monitoring protocols, parameters, and sampling techniques.
- Experience managing programs and leading staff.
- Well organized and strong attention to detail.
- Ability to lift 35 pounds and work safely in a variety of outdoor conditions.
- Vision must be unimpaired or correctable to 20/20 and must possess normal color vision for the entire field season.

- Able to work safely outdoors as about 80% of work is performed outdoors and able to determine when river/lake/weather conditions are unsafe and stop monitoring.
- Safe boat handling skills as well as a strong swimmer.
- Maintain and backup laptop computer.
- Valid driver's license and must have own vehicle that is reliable and with appropriate insurance.
- Good interpersonal skills as the Program Coordinator may meet landowners or other people in the field who will want to know what is being done. He/she must represent GCWIN well.
- Able to work problems out in field and use good judgment to ask for help when necessary.
- Able to pass a background check.