CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Habitat & Restoration Manager** **UNION:ETEAM**
SG:E2-11
DEPARTMENT: **Public Works – Natural Resources** **CS:N**
FLSA:N
EEO4/SOCCODE:PR/11-9121

JOB SUMMARY:

Manages City-wide habitat restoration and mitigation programs. Develops, plans and implements initiatives, programs, and projects that support and inform the City's environmental goals and objectives. Evaluates data and prepares scientific and technical reports for local, state and federal compliance. Manages the development of grant funding applications and oversees implementation and administration of grant contracts. Advises City staff and leadership on the implementation of federal and state environmental regulations and makes recommendations to ensure compliance with regulatory requirements. Oversees environmental review of development proposals and determines impacts on associated wetlands/streams and reviews environmental mitigation proposals for adequacy. Represents the City of Bellingham in federal, tribal, state, regional and local watershed planning and management processes as assigned.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Public Works Director- Natural Resources Division. Works under general supervision and the guidance of City and Departmental policies, procedures as well as local, state and federal regulations, policies and laws. Serves as a member of the Natural Resources Division and Public Works leadership teams. Supervises assigned staff, extra labor employees, interns and volunteers and provides direction to work crews in the field. May be assigned to act as Public Works Assistant Director- Natural Resources.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Manages, directs, researches, develops, implements and evaluates environmental initiatives, programs and projects to address emerging and complex issues including habitat restoration, wetland mitigation, large scale fish passage, urban forestry and watershed planning. Oversees implementation of projects and writing of scientific and technical assessments/reports resulting from project work. Advises City staff, leadership and elected officials on implementation strategies. May conduct negotiations with outside agencies on behalf of the City. Ensures compliance with regulatory requirements and federal, state and local regulations.

2. Supervises and evaluates the work of assigned staff. Effectively recommends hiring, discipline and discharge; prioritizes, assigns work and oversees work assignments; completes performance appraisals. Oversees the development of training and orientation programs.

3. Provides professional scientific guidance to regulatory staff Citywide, and to outside regulatory agencies as needed. Provides strategic and technical oversight in the watershed planning/management arena of environmental resources.

4. Advises and informs City management staff and elected officials with recommendations to meet conditions of federal and state regulations, as well as suggestions for implementation of these regulations.

5. Develops and implements grant funding strategies. Identifies grant sources, determines eligibility, develops grant proposals and administers grants used for funding, ensuring compliance with the terms and conditions.

6. Prepares and manages program and project budgets for review and approval by the Assistant Public Works Director - Natural Resources. Monitors and maintains expenditures within approved budget.

7. Reviews development proposals and determines impacts on associated environmental systems. Provides recommendations and strategies to improve ecological outcomes.

8. Reviews environmental mitigation proposals for adequacy; monitors mitigation implementation and reports on progress.

9. Oversees implementation of City responsibilities under the WRIA 1 Salmon Recovery Plan and interagency agreements on fish passage.

10. Manages procurement and contracting processes including consultant and contractor selection. Writes requests for proposals (RFPs), develops scope of work and reviews and coordinates final contract terms. Facilitates the RFP process and serves as liaison with consultants/contractors for projects.

11. Represents the City in various regional, state and interagency groups on issues such as watershed planning and management, wildlife, salmon recover and fish passage. Represents the City in meetings with tribes and advises and informs City management staff and elected officials with recommendations for cultural resource protections.

12. Represents the Natural Resources Division in multi-departmental planning, citywide policy development and code updates as assigned. Represents the City at public meetings of citizens or special interest groups as assigned.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Knowledge of and experience with local, state and federal environmental policy and planning issues including natural resources regulations.
- Strong knowledge of aquatic and terrestrial ecology/biology; marine and near shore ecology; hydrology; fluvial geomorphology; and water chemistry.
- Strong knowledge of watershed functions and values and associated environmental impacts of urbanization.
- Fiscal budgets and tracking.
- Knowledge and skill using a variety of computer applications including word processing, databases, spreadsheets and Geographic Mapping Information Systems (GIS) applications.
- Application of scientific methods, research methods, problem solving and decision-making models, and statistical data analysis techniques.
- Knowledge of and experience with federal, state and local permit processes.

- Strong knowledge of wildlife biology conservation principles and practices.
- Local, state, federal and tribal recovery processes.
- Strong knowledge of fish biology, salmon recovery principles and practices.
- Intergovernmental contract initiation, administration and enforcement.
- Supervisory practices.

Skill in:
- Excellent oral communication skills for working with federal and state agency personnel, local government staff, citizens and public officials.
- Excellent written communication skills (both business and technical) for preparing detailed permit applications, reports and policy recommendations.
- Project development and management skills.
- Excellent supervisory skills including the ability to plan and organize the work of others, train employees in work processes and techniques and provide coaching and conflict resolution.
- Developing and evaluating programs.

Ability to:
- Evaluate development proposal impacts on environmental systems, including the ability to observe, assess and evaluate implementation of development criteria to avoid, minimize or mitigate environmental impacts.
- Analyze and interpret statistical information.
- Obtain all the necessary technical skills to perform the tasks assigned to the position.
- Independently plan and organize work assignments in order to meet critical deadlines; ability to independently research issues as required.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Perform outdoor data collection duties under inclement conditions;
  - Visual acuity to read a typeset page;
  - Dexterity to manipulate a computer keyboard;
  - Adequate hearing for telephone communications;
  - Sit and stand for long periods of time;
  - Walk over rough terrain on a regular basis;
  - Frequent lifting up to 25 lbs.

WORKING ENVIRONMENT:

Work is performed both indoors in an office setting, as well as outdoors in all types of weather. This position requires the ability to walk on uneven terrain and in and around bodies of water. Works extensively at a computer workstation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor of Science degree in Environmental Sciences or equivalent multidisciplinary degree. Master’s degree preferred.
- Five (5) years' experience with ecological restorations, environmental monitoring and policy development experience required.
- Two (2) years supervisory experience required.
- Familiarity with Local, Federal and State natural resources regulations required.
- Experience using a variety of computer software systems including word processing, database management and Geographic Information Mapping Systems (GIS).
- Experience developing, implementing and tracking budgets.

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Valid Washington State driver's license and good driving record. Candidate must submit a three-year driving record abstract prior to hire.

PREPARED BY: C. Fogelsong
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6/00

REVIEWED BY: _____
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