CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Natural Resources Field Supervisor** **UNION:231**
SG:5
CS:N
FLSA:N
DEPARTMENT: **Public Works – Natural Resources** **EEO4CODE/SOC:PR/45-4011**

JOB SUMMARY:

This position combines supervisory and technical knowledge with implementation of the construction, maintenance, operation, restoration, monitoring, and inspection of native ecosystems in support of the Public Works Department's Natural Resources Division Field Programs; programming includes the Lake Whatcom Watershed Property Acquisition Program, Habitat Restoration Program and Wetland Mitigation Program. The work involves direct responsibility for planning, scheduling, assigning, and supervising work crews engaged in restoration, mitigation, protection, and conservation field activities. Develops, recommends and oversees field-related program goals and objectives and evaluates effectiveness of field work. Ensures permit requirements are met and monitoring protocols are followed for assigned areas.

SUPERVISORY RELATIONSHIPS:

Reports to the Natural Resources Field Operations Manager, Natural Resources Division of the Public Works Department. Works under general supervision and the guidance of City and Department policies and procedures and applicable local, state and federal regulations. Administers consultant contracts and supervises the work of assigned staff and volunteers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develops, plans, coordinates, implements, and monitors the field work functions of the Public Works Natural Resources Field Operations Programs. Supervises a variety of ecological restoration and property conservation activities such as native landscape restoration, installation of native plants, weed suppression and site maintenance; forest thinning; trail rerouting and decommissioning; structure installation/removal; construction and maintenance of signs, fences and boardwalks; fish isolation and fish salvage; and the installation, maintenance and repair of irrigation systems. Designs, plans, and determines scope of work, materials, time and cost projections for field work. Procures materials and support to perform work. Uses Computerized Maintenance Management System (CMMS) to create and manage work orders for field staff.

2. Supervises implementation of work to meet and adhere to program area goals and objectives. Plans, organizes and delegates day-to-day field operations and special projects. Implements and adheres to policies, procedures, and best practices for program area. Interprets applicable rules and regulations and ensures work standards comply with applicable regulations, policies, permits and procedures.

3. Supervises the work of the Natural Resources Field Workers and Natural Resources Worker Lead, including hiring, training and evaluating staff. Assigns work, develops performance standards and monitors performance. Develops and prepares annual work plans in coordination

with other management staff. Makes recommendations and implements employment actions, including corrective action, as needed.

4. Oversees the implementation of rapid site assessments of restoration, mitigation and property conservation sites for completeness, effectiveness, maintenance needs, hazards, and encroachments. Determines and prioritizes actions for Natural Resources Restoration Crew based on inspection and monitoring data. Initiates work orders based on findings.

5. Works with the Environmental Coordinator and Mitigation Coordinator to coordinate field crew assistance with monitoring tasks.

6. Oversees the operation and maintenance of a native plant nursery. Ensures appropriate supply and care of native plants. Directs transplant and planting to field sites when appropriate.

7. Oversees the proper use and maintenance of all field and monitoring equipment within the program areas including maintenance coordination, inventory, repair history, replacement and ordering.

8. Originates and manages contracts for consultants for program services including additional field work, professional expertise and general program support.

9. Prepares permit applications for permits necessary to conduct field work within program area. Directs and coordinates work under relevant permits to ensure regulatory compliance. Assists with preparation of reporting required under permits.

10. Assists with the development of field operations budget for program areas including estimating and tracking expenditures for maintenance, purchase of equipment, gear, materials and supplies. Follows established procurement processes including bid package formation, submittal and review.

11. Investigates and responds to complaints, information requests and issues in a courteous and prompt manner. Assists with preparation and organization of information, graphics and written material to be used in presentations for the public, including at public meetings and events, as requested.

12. Acts as technical resource for field expertise in ecological restoration and maintenance. Provides technical information to assist the Public Works Natural Resources Division, other departments, outside agencies and community interests to aid in decisions about best management practices and specifications.

13. Plans and oversees an Integrated Pest Management Program using a system of guidelines for best management practices. Coordinates and supervises pesticide application in accordance with City, State and federal regulations.

ADDITIONAL WORK PERFORMED:

1. Acts as a resource to management and employees in assigned program area.

2. Assists with preparation of grant proposals, grant reporting, and administration, as needed.

3. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Considerable knowledge of native habitat restoration, mitigation and land conservation practices including plant installation, mulch, erosion control, bioengineering and maintenance.
- Considerable knowledge of managed and natural ecosystems, including wetlands, streams, forests and riparian systems.
- Working knowledge of native and invasive species identification.
- Working knowledge of governmental functions and processes.
- Working knowledge of urban forestry practices including woody and herbaceous native plants and their characteristics and maintenance requirements.
- Working knowledge of arboriculture, silviculture, and native tree issues.
- Working knowledge of soil science.
- Working knowledge of GIS-based mapping applications.
- Working knowledge of integrated pest management concepts and strategies for best management practices.
- Knowledge of fence, trail, and sign construction techniques and materials.
- Working knowledge of irrigation and drainage systems: repair, design, installation and operation.
- Working knowledge of horticultural practices, plant propagation, and plant harvest.
- Computer operation including MS Word, MS Excel, and email.
- Current Federal, State and local rules, laws, regulations, and permits related to program area.
- Knowledge and skill in the use of operation of a wide range large equipment including tractors, excavators, dump trailers, mowers, chainsaws, chippers, trimmers, and other specialized equipment used in this type of work.

Skill in:

- Planning and assigning the work activity of assigned crews involved in Natural Resources activities.
- Strong supervisory skills including leadership, problem solving, strong interpersonal skills, organizational skills, adaptability/flexibility and time management.
- Strong supervisory skills to train and evaluate staff, administer comprehensive performance standards, safety rules, policies and procedures.
- Strong leadership skills including the ability to act effectively in emergency situations, and the ability to provide leadership, coaching, and effective performance feedback to employees.
- Strong oral and written communication skills to interact effectively with diverse groups of people such as coworkers, subordinates, outside agencies, contractors, engineers, etc.

Ability to:

- Understand and follow City policies.
- Willingness to pursue ongoing training to improve knowledge and skills and keep current within the field.
- Approach, diffuse and resolve confrontational situations.
- Ability and willingness to follow directions and to perform assigned work independently with minimal supervision.
- Read, understand and work from plans and drawings.
- Operate a variety of equipment in a safe manner.
- Work outdoors in all types of weather conditions.
- 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:
    - Frequently operate a computer and other office machinery such as a keyboard, mouse,

phone and fax machine;
- Frequently communicate accurate information and ideas with others;
- Hear and see sufficiently to respond quickly in a noisy, fast-paced environment while meeting mandated safety standards;
- Frequently operate a motor vehicle and move throughout City facilities and worksite locations;
- Frequently walk up to five miles through water and uneven terrain, loose soil and sloped surfaces;
- Frequently lift and move heavy objects weighing up to 25 pounds.

WORKING ENVIRONMENT:

Work is frequently performed in an office setting at a desk or computer terminal. Work is also frequently performed outdoors in developed and undeveloped areas with exposure to outdoor weather conditions. Frequent exposure to difficult terrain, loud noises and water. Employees are required to use appropriate safety equipment and follow established safety policies. Employees are required to wear personal protective equipment as needed, such as hard hat, safety vest, steel toed boots, eye and ear protection, and chaps, among others.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Natural Resources Management, Environmental Studies, Ecology, sciences, project management, public administration or closely related field.
  OR
- Four years equivalent work experience in native landscape restoration construction, maintenance, and forestry,
  AND
- Two years supervisory experience in a relevant field.
- Experience in program development and oversight.
- Experience using a variety of computer software systems (word processing, database, spreadsheet, geospatial tools (e.g. ESRI products).
- Experience in Puget Sound Lowland native and invasive plant identification.
- Experience in Pacific Northwest salmon/trout identification preferred.
- An equivalent combination of education and experience sufficient to provide the candidate with the knowledge, skill and ability to successfully perform the essential functions of the position considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing criminal convictions check and child and adult abuse records check.
- Valid Washington State driver's license by the time of hire and good driving record. A three-year driving abstract must be submitted prior to hire.
- Ability to secure and maintain a valid First Aid and CPR certification within six months of hire.

PREPARED BY:
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4/24

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