CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Environmental Mitigation Coordinator** **UNION:231**
SG:5
DEPARTMENT: **Public Works, Natural Resources** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Performs a variety of professional and technical work and field duties associated with the development and implementation of the Natural Resources Division's Mitigation Program to offset the adverse environmental effects of land development on wetlands, rivers, streams, lakes and other habitat. Researches program requirements, develops, recommends and implements goals and objectives and evaluates program effectiveness. Requires advanced knowledge of watershed ecology and environmental regulations as well as a high degree of accuracy since error or negligence may compromise the City's natural resource programs and permits.

SUPERVISORY RELATIONSHIP:

Reports to the Habitat and Restoration Manager, Natural Resources Division of the Public Works Department. Works under general supervision and the guidance of City and Departmental policies and procedures. Works with other City departments and outside agencies to comply with all applicable local, state and federal regulations, policies, guidelines and applicable standards. Administers consultant contracts and supervises the work of lower level staff, Washington Conservation Corps Crews, interns, work study and/or volunteers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Coordinates the development and implementation of a Mitigation Bank including researching, developing, analyzing and interpreting mitigation banking, in lieu fee program and advanced mitigation requirements. Implements banking operation, maintenance and reporting.

2. Develops tools to coordinate and support effective permittee-responsible mitigation site selection.

3. Manages, implements and monitors individual City mitigation projects.

4. Reviews development applications and provides comments and recommendations to City staff and applicants regarding mitigation program standards and best available science.

5. Analyzes and assesses mitigation program service needs; establishes program priorities, goals, delivery methods and strategies under the direction of the Habitat and Restoration Manager.

6. Represents the City of Bellingham while coordinating with other state and federal agencies such as the Department of Ecology and the US Army Corps of Engineers to ensure program compliance with applicable regulations, guidelines and standards.

7. Provides program information to other City departments, outside agencies, internal and external boards and committees, and the public.

8. Originates and manages contracts for consultants for program services including design, permitting, field data collection, sample analysis, data analysis, report writing, general program support, and professional expertise.

9. Prepares permit applications as needed to conduct work and implement programs.

10. Collects a variety of field data to monitor mitigation projects including but not limited to: hydrology, vegetation, and soils using standards established by the City of Bellingham and applicable regulatory agencies. Analyzes data and writes scientific, technical and programmatic reports resulting from work. Maintains program databases, files and records.

11. Plans and conducts quality assurance/quality control. Monitors and evaluates the effectiveness of the mitigation program against established standards.

12. Supervises lower level staff, interns, work study and/or volunteers assigned to program area. Assigns, supervises and evaluates work; provides training, develops performance standards and monitors performance. Makes recommendations regarding employment actions, including discipline, as needed. Participates in the selection of new employees.

13. Writes grant proposals, manages grant implementation, grant reporting and administration in support of Mitigation and/or Restoration Programs.

ADDITIONAL WORK PERFORMED:

1. Assists with coordination and implementation of restoration and monitoring projects, as assigned.

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Ecological processes and environmental issues in the Pacific Northwest.
- Federal, State and local program-related codes and regulations, policies and procedures related to wetlands, streams, shorelines, and habitat.
- Wetland and stream mitigation construction, assessment and monitoring techniques.
- Environmental hazards and necessary safety precautions applicable to work environment.
- Principles, methods and legal requirements of contract preparation, negotiation and administration.

Skill in:

- Excellent oral communications skills to work with a variety of citizens, City employees, outside agencies, contractors and private interest groups.
- Excellent written communication skills to develop and write a variety of reports, technical documents and organizational communications.
- Excellent project management skills, including skill in planning, organizing, evaluating, analyzing problems and implementing plans.
- Proficiency in using software applications such as spreadsheet, database management, presentation and word processing programs.
- Supervisory skill including the ability to delegate work and plan, organize and evaluate the work of others.

- Working with accounting data and using statistical information to develop budgets, grants applications and a variety of reports.
- Reviewing and analyzing design and construction documents.

Ability to:

- Independently plan and organize work assignments in order to meet critical deadlines.
- Effectively work with co-workers and the public.
- Present complex information in an understandable manner to a variety of citizen groups and outside agency representatives, as well as City staff.
- 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;
  - Dexterity to manipulate sampling equipment and computer keyboard;
  - Adequate hearing for telephone and radio communications;
  - Ability to stand for long periods of time, including in streams;
  - Ability to walk up to five miles over and through water and rough terrain on a regular basis;
  - Frequent lifting of up to 25 lbs.

WORKING ENVIRONMENT:

Work is performed in an office setting and outdoors, exposing employee to inclement weather, noise, fumes, construction, traffic hazards and environmental hazards. This position requires the ability to walk up to 5 miles in and around streams and rivers. Employees are required to use appropriate safety equipment and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelors of Arts degree in environmental studies, planning, or environmental policy or Bachelors of Science degree in environmental sciences, ecology, natural resources management, fisheries biology, chemistry, general biology, or hydrology. Master's degree is preferred.
- Three years related work experience in wetland and/or stream mitigation.
- Experience in program development and oversight.
- Experience using a variety of computer software systems (word processing, database, spreadsheet).
- Professional Wetland Scientist certification is preferred.
- 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 REQUIREMENTS:

- Valid Washington State driver’s license and good driving record. A three-year driving abstract must be submitted at the time of hire, with periodic submission of driving abstract per City policy.
- Employment contingent upon passing a criminal conviction and local background check.

PREPARED BY:
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11/2014

REVIEWED BY:_____

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REVISED BY:
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11/2018