CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**PROPERTY SPECIALIST**	**UNION:1937**
		SG:110/111
CLASS TITLE:	**Natural Resources Program Technician I/II**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Public Works - Natural Resources**	**EEO4CODE:SC**
		FULL-TIME/PART-TIME

JOB SUMMARY:

Inspects, monitors and provides recommendations for maintaining and restoring city owned properties primarily in the Lake Whatcom watershed. Implements and/or coordinates property maintenance and restoration projects and performs project work as appropriate. Initiates enforcement of property management objectives through education of the public and coordination with law enforcement agencies. Assists with the coordination and supervision of citizen land stewardship activities.

SUPERVISORY RELATIONSHIP:

Reports to the assigned Natural Resources Manager , works independently in the field. Maintains close working relationships with other Public Works staff including property acquisition staff, restoration staff, and Parks Department staff to ensure communication and coordination of property management projects. Assists with the coordination and supervision of citizen land stewardship activities.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Inspects and monitors properties to ensure compliance with appropriate property usage, and reports on assigned City-owned properties identifying any issues that are inconsistent with the determined land usage. Educates the community on property destruction, trash dumping, encroachments, illegal camping, etc. and coordinates with law enforcement or other appropriate agencies in control of the incident as needed.

2. Conducts research and develops recommendations for land enhancement activities consistent with determined land usage for assigned properties. Ensures recommendations are within provided budgetary restrictions.

3. Identifies land management issues such as hazard trees, water erosion, property encroachments and unauthorized propery uses. Coordinates and performs property maintenance or restoration activities on assigned properties including coordinating with other City staff, volunteers, contractors, consultants and/or other agencies.

4. Coordinates the preparation of permit applications and documents necessary for conservation projects. Assists in the preparation of grants or other funding sources for property acquisition, restoration and maintenance.

5. Assists in the implementation of Lake Whatcom Management Program and Restoration Program projects and tasks. Assists Natural Resources staff with coordination, support and supervision of citizen watershed stewardship activities.

6. Attends assigned public meetings as well as staff meetings and forums, to provide program information as needed.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the scope of this classification.

2. Provides instruction and training to new hires, lower classified technical staff and support staff.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Principles of environmental systems, land stewardship, land use administration and resource management.
- Management strategies specific to watershed lands, including forestry practices, recreational use and invasive species control.
- Geographic Information Systems and Global Positioning Systems.
- Property inventory and monitoring techniques.
- Efficient and cost effective utilization of personnel, equipment, materials and other essential resources.
- Applicable local, state and federal laws and standards related to public property management.

Skills in:

- Ability to establish and maintain effective working relationships with diverse groups of people such as other City staff, public officials, adjacent property owners, the general public, and other environmental organizations.
- Reading and interpreting maps, surveys and legal descriptions.
- Computer systems, including Microsoft Office and mapping software.
- Problem solving, organizational skills, adaptability/flexibility and time management.

Ability to:

- Identify and rectify land management issues such as hazard trees, water erosion, property encroachments and unauthorized property uses.
- Maintain records and prepare necessary technical reports.
- Work independently and as part of a team.
- Ability to work independently in the field without close supervision.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Operate small track backhoes, dump trucks and tractors preferred.
- Maintain consistent and punctual attendance
- Ability to perform the essential functions of the job including:
  - Adequate hearing, correctable vision, physical strength and agility to operate power equipment safely.
  - Ability to lift moderately heavy equipment and materials up to 50 lbs. Equipment and materials in excess of this weight are lifted with assistance.

- Ability to hike in a forested area, traverse uneven steep slopes and streams, haul equipment and use power tools.
- Ability to work in all weather conditions for extended periods of time.

WORKING ENVIRONMENT:

Work is performed outdoors in all weather conditions and on uneven terrain. Hazards may include encountering domestic animals and wildlife, sometimes in fairly isolated areas. Some work will be performed in an office environment, often at a computer workstation or when attending meetings off-site.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum five (5) years' experience in natural resources/open space/forestry management or related field.
- Bachelor's degree in natural resource management or related discipline desirable.
- An equivalent combination of education and experience sufficient to provide the applicant with the skills, knowledge and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. A three (3) year driving abstract must be submitted prior to hire.
- Employment contingent upon passing a criminal background check.
- Ability to secure an Arborist certification within two years of hire.
- Ability to secure and maintain a First Aid and CPR certification within six months of hire.
- Ability to secure and maintain a CDL within two years of hire.

PREPARED BY: C. Fogelsong
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