

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Habitat & Restoration Manager **UNION:231**
CLASS TITLE: Program Manager I **SG:S-11**
DEPARTMENT: Public Works, Natural Resources Division **CS:N**
EEO4CODE:PR

JOB SUMMARY:

The Habitat and Restoration Manager develops and implements initiatives, programs, and projects that support and inform the City's environmental goals and objectives with a focus on monitoring, assessment, restoration, and mitigation activities.

Directs and develops monitoring programs and projects; evaluates data and prepares scientific and technical reports for local, state and federal compliance. Directs development and implementation of habitat restoration projects. Initiates development of grant funding applications and oversees implementation and administration of grant contracts. Advises City staff on the implementation of federal and state environmental regulations and makes recommendations to ensure compliance with regulatory requirements. Reviews development proposals and determines impacts on associated wetlands/streams and reviews environmental mitigation proposals for adequacy. Represents the City of Bellingham in regional and local watershed planning and management processes as assigned.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Public Works Director- Natural Resources Division. Serves as a member of the Natural Resources management team. Works independently. Provides direction to work crews in the field and supervises assigned staff, extra labor employees, interns and volunteers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Directs, researches, develops, implements and evaluates environmental monitoring, assessment, restoration and mitigation programs.
2. Develops and manages environmental restoration plans and oversees the implementation of restoration projects and writing of scientific and technical assessments/reports resulting from project work.
3. Supervises and evaluates the work of staff as necessary to implement environmental monitoring, assessment and restoration projects. Recommends hiring and discipline; prioritizes and oversees work assignments; completes performance appraisals.
4. Provides professional scientific guidance to regulatory staff within the Public Works Department and other City departments, and to outside regulatory agencies as needed. Provides technical oversight in the watershed planning/management arena of environmental resources.
5. 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.

6. Identifies grant sources, develops grant proposals and administers grants used for funding, ensuring compliance with the terms and conditions.
7. Prepares and monitors program and project budgets for review and approval by the Assistant Public Works Director - Natural Resources.
8. Represents the City in various regional and interagency groups dealing with watershed planning/management issues as assigned.
9. Reviews development proposals and determines impacts on associated environmental systems.
10. Reviews environmental mitigation proposals for adequacy; monitors mitigation implementation and reports on progress.

ADDITIONAL WORK PERFORMED:

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

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.
- Knowledge of 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.
- Knowledge of application of scientific methods, research methods, problem solving and decision making models, and statistical data analysis techniques.
- Ability to independently plan and organize work assignments in order to meet critical deadlines; ability to independently research issues as required.
- Knowledge of and experience with federal, state and local permit processes.

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.
- Good supervisory skills including the ability to plan and organize the work of others, and train employees in work processes and techniques.

Ability to:

- 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.
- Ability to obtain all the necessary technical skills to perform the tasks assigned to the position.

- 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;
 - ability to sit and stand for long periods of time;
 - ability to 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 work station.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor of Science degree in Environmental Sciences such or equivalent multidisciplinary degree. Master's degree preferred.
- Three (3) 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.

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.

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6/00

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