

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Natural Resources Field Manager

231

SG:7

DEPARTMENT: Public Works – Natural Resources

CS:N

FLSA:N

EEO4/SOC CODE:OA/119121

JOB SUMMARY:

Responsible for the ecological restoration, conservation, management, operation, and maintenance of the field components of the City's Natural Resources programs and sites including the Aquatic Invasive Species Program, Lake Whatcom Watershed Property Acquisition Program, and Habitat Restoration and Wetland Mitigation Bank site maintenance. Responsible for management, planning, budget control, staffing and work standards. Ensures applicable Federal, State, City and regulations, policies permits and procedures are followed. Ensures safe, dependable, and cost-effective operation of the field aspects of environmental programs and assets. Directs supervisors and handles personnel functions for areas of responsibility. Assists in establishing and implementing sound business practices and long-range plans.

Ensures that management practices and maintenance standards are met for projects, tasks, and significant community engagement and public involvement. Develops relationships with staff, other departments, Tribes, Federal, State and Local governments, and individuals outside government that encourage teamwork and efficient use of resources.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Director of Public Works – Natural Resources. Oversees assigned supervisors in Aquatic Invasive Species, Lake Whatcom Watershed Property Acquisition and Restoration and Mitigation programs. . Works under general supervision and the guidance of applicable federal, state, local City and departmental statutes, regulations, policies, procedures and contractual agreements, as well as the standards of the American Public Works Association (APWA). Serves as a member of the Public Works management team. Supervises the Aquatic Invasive Species Program and field staff of the Habitat Restoration, Wetland Mitigation, and Lake Whatcom Property Acquisition programs. May provide technical guidance and day-to-day direction to lower- level staff, volunteers, interns and work study students.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Works in partnership with other City staff to implement the initiatives, programs and projects in support of the City's environmental goals and objectives. Supervises and directs the operational field aspect of ecological restoration and conservation on lands managed by the Habitat Restoration and Wetland Mitigation Programs, and Lake Whatcom Property Acquisition Program.
2. Plans, organizes, coordinates, assigns and evaluates the work of professional and technical staff involved with the field aspects of the Habitat Restoration, Wetland Mitigation, Lake Whatcom Property Acquisition program and supervises the field operations and maintenance of those programs.

3. Oversees and directs supervisory staff in planning and implementing personnel assignments and establishing performance standards. Responsible for the establishment of supervisory work tasks, employee selection process, participating in disciplinary actions, and conducting performance evaluations. Ensures ongoing training and professional development for Natural Resource Field staff. Enforces safety and training policies and procedures.
4. Supervises and provides direct oversight of all aspects of the City's Aquatic Invasives Species Program.
5. Plans annual work schedules and prioritizes projects considering the resources of the Department and the Public Works Department's overall progress and goals. Schedules ongoing restoration works as well as planned capital, preventative maintenance and emergency repairs.
6. Recommends physical improvements necessary or desirable to maintain or improve ecological processes, structure and value of land managed by the Habitat Restoration and Wetland Mitigation programs, and Lake Whatcom Property Acquisition program. Provides recommendations for capital improvement projects.
7. Develops maintenance planning schedules for physical improvements necessary or desirable to maintain or improve land managed by the Habitat Restoration and Wetland Mitigation programs, and Lake Whatcom Property Acquisition Program.
8. Assists in utility business planning, rates, and billing management as assigned.
9. Prepares annual budget for assigned areas of responsibility and operates within fiscal constraints.
10. Coordinates with City departments, federal state, county and tribal governments and the public.
11. Presents information to various community and political bodies such as the City Council, Water Resources Advisory Board, Lake Whatcom Policy Group and Joint Councils meeting, IRT, neighborhood advisory groups. Represents the City in meetings and events with outside entities regarding the Lake Whatcom Management Program, Water Resources Inventory Area 1 (WRIA) Watershed Management Project and others as assigned.

ADDITIONAL WORK PERFORMED:

1. Performs project and committee responsibilities and serves as a member of the Public Works management team. In the absence of the Assistant Director of Public Works – Natural Resources may act in responsible charge of the Natural Resources Division upon request.
2. Maintains professional and technical knowledge by attending courses, workshops, reviewing professional publications and current market trends.
3. Coordinates and performs consultant selection and liaison activities in support of the Public Works project manager and project management team.
4. Prepares contract proposals, cost estimates and construction specifications for construction and consultant contract work in the areas of assigned responsibility.
5. Performs other related work of a similar nature and level in the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- The fields of habitat restoration, wetland mitigation, land conservation and stewardship, and aquatic invasive species including legal, technical, ecological, and organizational aspects, as well as sources of current knowledge of the field.
- Strong knowledge and ability in fiscal and records management including cost analysis and budget development/analysis and asset management.
- Working knowledge of relevant government and/or community, organizations, procedures and processes.

Skill in:

- Strong management skills including leadership, supervision, problem analysis and decision-making, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.
- Excellent written and oral communications skills to effectively interact with diverse personnel, public officials and citizens.
- Excellent skills in planning, organizing, facilitating and participating in public meetings and involvement processes regarding sensitive issues that affect the community.

Ability to:

- Apply good judgment and problem-solving techniques to make reasoned, timely and consistent decisions on administrative matters and resolve technical problems.
- Maintain a high level of personal and professional integrity and honesty.
- Plan, organize, coordinate, assign and evaluate the work of professional and technical staff.
- Establish and maintain effective working relationships with other employees, City officials, representatives of other governmental agencies, community groups and the general public.
- Maintain current knowledge for assigned area and adapt to new technologies, keeping personal and team technical skills up-to-date and using technology to increase productivity.
- Plan, organize and execute programs.
- Lead and respond effectively in emergency, hazardous, or other high stress circumstances.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result 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.
 - Frequent exposure to outdoor weather conditions.
 - Operate a motor vehicle.
 - Attendance at various meetings and tours of various project work sites;
 - Requires the ability to move and traverse up to five miles over uneven terrain, steep slopes, downed trees and through dense vegetation, wetlands and streams in all types of weather.

WORKING ENVIRONMENT:

Work is performed in an office environment and in an outdoor field environment with frequent visits to Natural Resources project work sites throughout the City and Whatcom County. The incumbent may be exposed to fumes, airborne particles, and unfavorable outside weather conditions. Exposure to varying noise levels in the office and outdoor settings. Incumbent is subject to stress associated with project deadlines, competing requests, and demanding internal and external customer service requirements.

Business travel is required. This position has minimal to moderate physical exertion requirements. Employees are required to use appropriate safety equipment and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Natural Resources Management, Environmental Studies, Ecology, sciences, project management, public administration or closely related field required.
- Minimum of three years demonstrated program and project management experience required in one or more of the task areas related to the assignment (aquatic invasive species management, property conservation and stewardship, habitat restoration and wetland mitigation site maintenance).
- Minimum of three years of supervisory experience required.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving record abstract prior to hire.

PREPARED BY: R. LaCroix
7/23
M. Barrett
7/23

REVIEWED BY: _____
Eric Johnston, Public Works Director