

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



Natural Resource Technician

Internal and general recruitment

Status:	One full-time limited duration position Duration: approximately 3 years
Department:	Parks and Environmental Services
Schedule	Saturday – Wednesday; 7:00 AM – 3:30 PM (days off and shift may vary)
Work location:	2661 SW Borland Road, Tualatin, OR
Pay range:	Entrance rate: \$18.68; after 6 months: \$20.33; after 18 months: \$21.98; after 30 months: \$23.60/hour This position is represented by LIUNA Local 483 and is non-exempt
Recruitment number:	PES-0452-Feb10LD
Application deadline:	February 23, 2010 (internal) March 2, 2010 (general)

Internal applicants must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

Please carefully follow application procedures at the end of the announcement.

Position summary

The Natural Resource Technician (NRT) position is a limited duration position (up to 3 years) that will coordinate, oversee and perform a variety of responsibilities for restoration and enhancement projects, daily site management and public outreach related to Metro owned natural areas in support of professional staff. The NRT is responsible for assessing site-specific needs, prioritizing work, and developing and implementing vegetation management strategies to achieve management goals and objectives. Duties include, but are not limited to the assessment of native plant communities and weed management issues; providing site-specific assistance in developing and implementing natural area land management plans; enforcing rules and regulations associated with managing natural areas; maintaining infrastructure of the natural area, public outreach and may include leading volunteer activities. May serve as lead worker over temporary workers, work crews, community service groups, contractors, interns and volunteers, providing direction and technical oversight.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Monitors and assesses land management needs and enforces prescribed uses for natural areas by providing a presence on all assigned natural areas on a year-round basis.
- Collects data and provides site-specific input to supervisor and staff scientists developing natural resources management plans. Implements plans and strategies; develops work priorities with supervisor to address resource management needs.
- Responds, investigates and resolves adjacent landowner issues, concerns and complaints, such as encroachment, dumping, trespass, nuisance, etc.
- Provides project technical assistance and direction to temporary/seasonal field staff, interns, contractors, work crews, community service groups and volunteers on assigned natural areas
- For projects beyond the capability of available staff and equipment, assists in development of scope of work for contracts, meets contractors to obtain competitive bids, submits bids to supervisor or appropriate staff for processing and oversees contractor work according to scope of work.
- Determines needed maintenance of natural areas infrastructure and appurtenances, including fences, gates, trails, roads, water systems and buildings; either carries out or oversees repair and maintenance.
- Monitors site conditions, protection and restoration; surveys field sites for flora and fauna population distribution; assists in the preparation of restoration plans for specific natural areas.
- Uses most appropriate site-specific approaches to assist in the enhancement and restoration of forest, wetland, upland and prairie wildlife habitats in support of professional staff. Duties may include comparing current status of assigned area with desired condition, prioritizing work, developing and implementing vegetation management strategies, such as native planting, native plant community maintenance (e.g. invasive plant removal/control, mowing, burning), nuisance animal abatement and monitoring, and adjustment of water control structures.
- Collects information and prepares cost estimates for contract services or capital improvement projects; oversees contractors working on restoration or enhancement projects.
- Implements herbicide application program, including direct application of herbicides and oversight of contractors applying herbicides; maintains herbicide applications logs.
- Attends and participates in a variety of public meetings; responds to site specific questions and inquiries from the general public regarding resource management issues; conducts site tours for department staff, volunteers, neighbors or interested groups.
- Attends and participates in staff meetings, natural resource related group meetings and meetings with contractors to provide site-specific information.
- Responds to a variety of emergency situations which might involve trespassing, injuries, misconduct, fires or other related incidents.
- Implements security program including gate and fence repair, signage, lock integrity, encroachments and rule enforcement.
- Operates hand and power tools and light and heavy equipment (e.g. tractor, backhoe).
- Performs related duties as assigned.

Minimum Requirements

Associate degree from an accredited college or specialized training in horticulture, biology, forestry, natural resource management, environmental science or a related field, and three years' relevant project management experience; or any combination of experience and education that provides the necessary skills, knowledge and ability to perform assigned tasks. This position requires:

- Possession of, or the ability to obtain upon hire, a valid driver's license.
- Possession of, or the ability to obtain within six months from hire, a valid Oregon Class A commercial driver's license.
- Possession of, or the ability to obtain within six months from hire, a valid Oregon Pesticide Applicator's license.
- Possession of, or the ability to obtain Multnomah County's Limited Commission Officer status (criminal background check is required).

Knowledge, skills and abilities

- Basic knowledge of Pacific Northwest flora, fauna, geological and aquatic resources.
- Knowledge of basic principles and practices of ecology, wildlife and vegetation management.
- Knowledge of methods and techniques of natural area resource protection, enhancement and restoration.
- Knowledge of methods and techniques of data collection and report preparation.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Skill in operating a personal computer and associated software.
- Skill in the safe and effective operation of a variety of hand and power tools and motorized equipment, such as small tractors and their attached implements.
- Skill in communicating and working effectively with other employees, volunteers and the public.
- Ability to identify common species of native plants and wildlife by visual observation.
- Ability to analyze problems accurately and take effective action.
- Ability to prepare written summaries, recommendations for maintenance needs, correspondence, records and reports. Ability to prepare and maintain accurate and complete records and reports.
- Ability to determine appropriate herbicide use and manage application or directly apply herbicides in natural areas.
- Ability to identify threats and/impacts to natural resources through field observations and recommend appropriate measures.
- Ability to coordinate and lead the work of other employees, volunteers and contractors.
- Ability to develop priorities to assure all assigned work is completed.
- Ability to interpret and apply applicable federal, state and local laws, codes and regulations.
- Ability to perform manual work indoors and outdoors under severe climate conditions.
- Ability to communicate clearly and concisely and to understand and follow written and oral instructions.
- Ability to physically perform all the duties of the essential duties of the position including climbing, kneeling, sitting, standing, stooping, walking, bending, twisting, and lifting 50 pounds.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS).

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the Metro application. If an application is not requested as part of the application process, indicate your desire for veteran's preference consideration in your cover letter. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status, and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and general candidates on February 16, 2010.

To apply, submit the following

1. Metro/MERC standard application form
2. Responses to the required supplemental questions listed below

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
1. **Describe your experience as it relates to the qualifications as described in this job announcement including any project management experience.**
 2. **Describe your experience working on public natural area or open space sites.**
 3. **Identify natural area land management activities you have been involved in and the role you played.**
 4. **Identify any special knowledge or skills you possess that would be useful in this position.**

Submit your application

Deadline: 5 p.m., February 23, 2010 (internal)
5 p.m., March 2, 2010 (general)

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

An Equal Opportunity/Affirmative Action Employer