

METRO Job Description

Class Numbers:	TBD	Established:	December 2013
Titles:	Natural Resource Specialist	Revised:	
Pay Grades:	355	EEO Category:	Service/Maint.
Bargaining Unit:	LIUNA 483		
FLSA Status:	Non-Exempt		

DESCRIPTION

Serving in an intermediate-level position, coordinates, oversees and performs restoration enhancement projects, maintenance, and land management at designated Metro properties. Assesses site-specific needs, prioritizes work, and develops and implements resource project management strategies to achieve natural resource management goals and objectives. Responsible for responding to issues and complaints, initiating and coordinating work of contractors, and participating in strategic planning. Duties also include the assessment of native plant communities and vegetation management issues along with enforcing Metro rules and regulations associated with managing Metro properties; assisting in sustainability practices; leading volunteers, natural resource staff; and performing other associated activities.

DUTIES AND RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. With management, scientific and other personnel, assists and participates in , natural resource restoration planning, including suggesting, scoping, and developing budgets for projects on the annual work plan; sustainability; evaluation; and other designated area functions.
2. Responds to a variety of emergency, wildlife or natural resource issues or complaints. Implements emergency actions due to public health, fire, storm, safety, and other issues. Also provides first responder and first aid services.
3. Independently develops site stewardship and fire plans for Metro-owned properties. For stewardship plans this includes determining appropriate vegetation management strategies and projecting associated costs, and for fire plans it includes developing basic site maps, determining access points for emergency equipment, identifying water resources and listing contact information for relevant Metro staff and partners.
4. Performs project management for restoration projects including coordinating and developing scopes of work, drafting requests for proposals (RFPs) and requests for bids (RFBs) and reviewing bids. After contract awarded, tracks restoration project budgets; oversees and coordinates contractor work; and monitors project progress. Generally, Specialists oversee up to five (5) contracts at a time and, while a single contract could be as much as \$250,000, the average contract amount is in the \$50,000 range.
5. Coordinates, oversees, monitors and assesses land management needs, enforces prescribed uses for Metro properties, and oversees or provides a presence on assigned Metro properties

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- on a year-round basis.
6. Works closely with management and staff, to develop site conservation and stewardship plans for designated sites. Provides site-specific input to supervisor, lead and staff scientists developing natural resources management plans. Oversees and implements plans/strategies and develops work priorities addressing resource management needs.
 7. Oversees, responds, investigates and resolves adjacent landowner issues, concerns and complaints, such as encroachment, dumping, trespass, nuisance, etc.
 8. Serves as a resource and provides project technical assistance to Natural Resource Technicians, field temporary/seasonal staff, interns, contractors, work crews, community service groups and volunteers on assigned natural areas.
 9. Oversees and determines needed maintenance of Metro property infrastructure and appurtenances, including fences, gates, trails, roads, water systems and buildings; oversees and performs installation, repair and maintenance of such.
 10. Coordinates and monitors site or area-wide conditions, protection and restoration; also oversees or surveys field sites for flora and fauna population distribution; and reviews or prepares restoration plans for specific natural areas.
 11. Oversees, plans and implements pesticide and herbicide application programs including alternative organic control programs, directs application and oversight of contractors; and maintains applications logs.
 12. Attends and participates in a variety of public meetings; responds to technical questions and inquiries regarding resource management issues; oversees and conducts tours for department staff, volunteers, neighbors or interested groups.
 13. Attends and participates in staff meetings, natural resource related group meetings, and meetings with contractors to provide site-specific information.
 14. Oversees and implements sustainability, security and natural resource protection programs including oversight of team working and skill development functions.
 15. Oversees and coordinates with supervisors and managers, natural resource technicians, park rangers, scientists, and other staff on day-to-day and project evaluations, and guides staff and contractor review and planning efforts.
 16. Compiles data for a variety of reports.
 17. As required, performs duties of the Natural Resources Technician.
 18. Assists the public, public officials and other employees in a professional and courteous manner.
 19. Develops safe work habits and contributes to the safety of self and co-workers.
 20. Contributes to a positive team atmosphere.
 21. Has regular and punctual attendance.
 22. Performs assigned duties during an emergency situation.
 23. Other duties as assigned.

DISTINGUISHING FEATURES

The Natural Resource Specialist is an intermediate level position that is distinguished from the technician position by coordinating land management needs, including developing detailed scopes of work for complex restoration or infrastructure projects; coordinating the procurement process, including preparing and processing bids and directing the work of the awarded contractor; responding to issues and complaints, and more responsibility in the strategic planning process.

JOB SPECIFICATIONS

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation

Education and Work Experience

- Associates degree from an accredited college with major course work in natural resources, biology, forestry, or equivalent, and four years natural resource project management related experience with leadership, training, sustainability, and evaluation responsibilities.
- Bachelor's degree preferred.

2. Necessary Knowledge, Skills and Abilities

Knowledge of:

- Leadership, recognition, day-to-day oversight, communication skills and work planning to help develop a positive team environment.
- Natural resource and open space restoration and enhancement project planning and management functions.
- Regional park flora, fauna, forests, wildlife, wilderness areas, geological and environmental systems and resources.
- Pesticide, herbicide and organic control regulations and their usage.

Skill to:

- Oversee the safe and effective direction, oversight and operation of a variety of hand and power tools, and heavy equipment such as tractors and their attached implements.
- Operate a personal computer and associated software as well as radios, GPS units, cell phones, and other equipment as necessary.
- Communicate and work effectively with scientists, other colleagues, coalition staff, other employees, public agencies, and the public.
- Resolve conflicts and disputes.

Ability to:

- Organize and assign work of seasonal employees, train, and coordinate work of co-workers and other employees.
- Direct, understand, follow, and issue complex written and oral instructions.
- Provide continuing leadership, work independently, and plan work, train natural resources technicians and seasonal employees, direct day-to-day work of seasonal employees, and coordinate day-to-day work of other employees.
- Communicate effectively regarding complex, large scale natural resource matters with colleagues, other agencies, and management.
- Plan and coordinate sustainability and evaluation projects.

- Perform, direct, and coordinate emergency service, first responder, and environmental protection duties.
- Oversee and physically perform manual work indoors and outdoors under severe climate conditions and perform essential duties of the position including lifting 50 pounds.
- Apply federal, state, and local policies, procedures, laws and regulations for respective field.
- Use discretion with confidential and sensitive matters.
- Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner.
- Establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work.
- Work in a safe manner and follow Metro safety policies, practices, and procedures.
- Perform the assigned duties of the position.
- Develop knowledge, skills, and abilities and to obtain and maintain certifications and licenses.

3. Special Requirements

- Successfully pass the background checks and screening requirements of the organization.
- Possession of, or the ability to obtain
 - Upon hire - valid driver's license
 - Within six months - first aid/CPR certification, Oregon Pesticide Applicator License, Limited Multnomah County's Sheriff's Commission
 - Within one year - basic arborist license
 - Other certifications and licenses as may be required depending upon site assignment such as the Oregon State Marine Board Boater Education Card

4. Tools and Equipment Used

- Operates of a variety of hand and power tools, and heavy equipment such as tractors and their attached implements.
- May use standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets, mapping software, and various databases.

5. Supervision

- Supervision is received from assigned management or supervisory/lead staff.
- May act as lead over Natural Resource Technicians, volunteer, coalition staff, temporary, or community service workers or work crews.

6. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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- Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather and other adverse conditions.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.