

NATURAL RESOURCES SPECIALIST I/II

DEFINITION

To perform professional and field duties related to the monitoring and maintenance of natural resources. Activities include, but are not limited to all aspects of natural resources, habitat and vegetation management, monitoring and maintenance; habitat and sensitive species mitigation and planning, including restoration and enhancement, flood conveyance, lease management and identification of code violations.

DISTINGUISHING CHARACTERISTICS

Natural Resource Specialist I

This is an entry level class in the Natural Resource Specialist series. Position has little or no supervisory experience and works under direct supervision while learning their tasks. The Natural Resource Specialist I is distinguished from the level II by performance of less than the full range of job duties assigned to a level II. Incumbents work under direct supervision while learning job tasks, progressing to general supervision as processes and procedures of assigned area of responsibility are learned.

Natural Resource Specialist II

This is a journey level class in the Natural Resource Specialist series and is distinguished from the level I by the ability to perform the full range of job duties assigned with occasional instruction or assistance as unusual or unique situations arise. Positions in the class are flexibly staffed and are normally filled by advancement from level I.

SUPERVISION RECEIVED AND EXERCISED

Natural Resource Specialist I

Receives direct supervision from assigned supervisor. May exercise technical and functional supervision over maintenance staff.

Natural Resource Specialist II

Receives direction from assigned supervisor. Provides direct supervision of maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

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Conduct various biological surveys for species and habitat assessments for open space, preserves, creeks and riparian areas; oversee and develop projects and tasks related to tree, preserve, creek and riparian maintenance, and natural resources monitoring and restoration programs.

Conduct various biological and Special Status species surveys, invasive and rare plant surveys; compile and develop habitat assessments and inventories; collect and analyze data.

Implement mitigation plans, natural resources management plans, and wildlife plan management plans.

Conduct pre-construction surveys and environmental compliance and mitigation monitoring.

Prepare technical reports and based on assessments and environmental monitoring and other activities related to compliance with the biological and regulatory requirements.

Implement restoration projects within open space and riparian corridors.

Prepare various reports on operations and activities.

Inspect natural resource areas such as open space, preserves, and riparian corridors; develop and prepare recommendations; monitor maintenance tasks for these areas.

Review, monitor and inspect the work of contractors and vendors.

Develop staff schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner; communicate status of projects with appropriate personnel.

Perform natural resource management tasks including identifying, removing and spraying non-native, invasive plants, pest control, identifying habitat concerns, vegetation removal, pruning and trimming trees.

Perform open space and trail maintenance duties including clearing downed trees, breaching beaver dams, corrosion control, and restoration planning; repair vandalism and identify encroachment issues.

Assess materials and labor needed to accomplish jobs and estimate associated job costs; ensure availability of supplies, materials and equipment needed; purchase supplies and materials as necessary;

Implement natural resource enhancement programs including planning and continued care of new and existing vegetation.

Coordinate maintenance activities with other divisions and departments.

Answer questions and provide information to the public, via telephone, e-mail, and written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaint.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of scientific methods.

Methods and best management practices and equipment used in natural resource management such as tree pruning, restoration, erosion control, vegetation management, wildlife habitat management related to preserves and riparian areas.

Methods and strategies for vegetation management within different habitat types.

Plant pest and disease identification, integrated pest management (IPM), adaptive management practices and plant health care; invasive plant control and vegetation management practices and pesticide application.

Principles of project management.

Native and non-native plant, insect and wildlife identification.

Assessment and characteristics of local soils and soil sampling techniques.

Ability to:

Perform duties related to natural resource management, wetlands management and maintenance, restoration of wildlife habitat and sensitive species mitigation and development.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less; walk on rough terrain and uneven surfaces.

Prepare and present technical reports.

Research, analyze and resolve natural resource management issues.

Work with and maintain the confidentiality of information.

Communicate clearly and concisely, both orally and in writing.

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Establish and maintain effective working relationships with those contacted in the course of work.

Perform physical tasks on a regular basis in the field.

Experience and Training

Experience:

No experience is required. One year of progressively responsible experience in natural resource, habitat and/or wildlife management, including field data collection, monitoring, regulatory compliance, and wetlands, habitat or vegetation restoration is desirable. One year of lead experience is also desirable.

Training:

A Bachelor's degree from an accredited college or university, preferably in natural resource management, plant or wildlife biology, ecology, wetland science, botany, environmental studies or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of, or ability to obtain a Qualified Pesticide Applicator Certificate, within one year of employment.

Natural Resource Specialist II

In addition to the duties performed at the Natural Resource Specialist I level:

Plan and conduct various biological surveys for species and habitat assessments for open space, preserves, creeks and riparian areas; oversee and develop projects and tasks related to tree, preserve, creek and riparian maintenance, and natural resources monitoring and restoration programs.

Plan and conduct various biological and Special Status species surveys, invasive and rare plant surveys; compile and develop habitat assessments and inventories; collect and analyze data.

Develop and implement mitigation plans, natural resources management plans, and wildlife plan management plans.

Prepare technical reports and recommendations based on assessments and environmental monitoring and other activities related to compliance with the biological and regulatory requirements.

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Plan and implement restoration projects within open space and riparian corridors.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Review, monitor and inspect the work of contractors and vendors; assist in developing specifications for contracted work; obtain and participate in evaluating bids; monitor contract budgets.

Assist in the recommendation for and implementation of natural resource management programs including conferring with governmental agencies to assess mitigation requirements for projects that may threaten species.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate technical support activities with other departments, divisions and outside agencies.

Manage and monitor expenditures, develop project budgets, provide recommendations for budget.

In addition to the qualifications for the Natural Resource Specialist I:

Knowledge of:

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of budget preparation, analysis and administration.

Principles and techniques of supervising and coordinating staff.

Technical report writing procedures and grant proposal development.

Ability to:

Independently perform duties related to natural resource management, wetlands management and maintenance, restoration of wildlife habitat and sensitive species mitigation and development.

Organize, schedule, review and monitor the work of subordinate staff.

Recommend, plan, organize and implement long and short term projects.

Experience:

Two years of progressively responsible experience in natural resource, habitat and/or wildlife management, including field data collection, monitoring, regulatory compliance, and wetlands, habitat or vegetation restoration. One year of supervisory experience is desirable.

AND

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Training:

A Bachelor's degree from an accredited college or university, preferably in natural resource management, plant or wildlife biology, ecology, wetland science, botany, environmental studies or a related field.

License or Certificate

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5-11-19