

## METRO Classification Description

**Titles:** Natural Resources Technician                      **Bargaining Unit:** LIUNA 483  
Natural Resources Specialist                                      **Established:** December 2013  
Natural Resources Specialist - Lead                              **Revised:** April 26, 2016

**Job Codes:** 0452/4003  
0453/4053  
3023/4006

**Pay Ranges:** 345/455  
355/465  
360/470

**FLSA Status:** Non-Exempt

**EEO Category:** Service/Maintenance

### **CLASSIFICATION DESCRIPTION**

Jobs assigned to this classification series coordinate, oversee and perform restoration enhancement projects, maintenance, and land management at designated Metro properties, including site-specific needs assessment, work prioritization, and the development and implementation of resource project management strategies to achieve natural resource management goals and objectives. Duties include the assessment of native plant communities and vegetation management issues, educating the public about the appropriate use of Metro sites; assisting in sustainability practices; and leading volunteers, natural resource staff, and other activities.

### **DISTINGUISHING FEATURES**

This series classification includes three levels: Natural Resources Technician, Natural Resources Specialist, and Lead Natural Resources Specialist.

#### Natural Resources Technician:

This is the first of a three level progression for the Natural Resources series and focuses on site specific projects, which include project technical assistance and direction to field variable hour/seasonal staff, interns, contractors, work crews, community service groups and volunteers.

#### Natural Resources Specialist:

The Natural Resource Specialist is an intermediate-level position that is distinguished 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.

#### Lead Natural Resources Specialist:

The Lead Natural Resource Specialist is the highest-level position in the series that serves in a

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lead capacity over Natural Resources Technicians and Natural Resources Specialists. Leads are responsible for training, scheduling, and safe and proper completion of work assignments; for providing direct support to management in the strategic planning process and for coordinating specific aspects of land management operations such as Integrated Pest Management (IPM) and equipment purchasing and maintenance; and for being able to perform technician and specialist duties and responsibilities.

### **DUTIES AND RESPONSIBILITIES**

#### Natural Resources Technician:

1. Monitors and assesses land management needs for Metro properties by educating the public on park rules and following best management practices.
2. Provides support to the strategic planning process as directed. Oversees and collects data and provides site-specific input to supervisor and staff scientists developing natural resources management plans. Implements plans/strategies by developing work priorities with supervisor and/or lead to address resource management needs.
3. Identifies and reports adjacent landowner issues, concerns and complaints, such as encroachment, dumping, trespass, nuisance, etc. May research and coordinate resolutions. Contacts neighbors to learn more about their knowledge of the issue and to share information about Metro rules and regulations when safe to do so.
4. Serves as a resource and provides project technical assistance and direction to field variable hour/seasonal staff, interns, contractors, work crews, community service groups and volunteers.
5. Oversees and works with contractors for projects. Provides assistance in the development of scope of work for contracts and help with collecting information for bids as directed.
6. Recommends needed maintenance of Metro properties infrastructure and appurtenances, including fences, gates, trails, roads, water systems and buildings; either carries out or oversees repair and maintenance of such.
7. Oversees and coordinates site condition monitoring, protection and restoration; surveys of field sites for flora and fauna population distribution; and preparation of restoration plans for specific natural areas.
8. Guides and uses most appropriate site-specific approaches to assist in the enhancement and restoration of forest, wetland, upland and prairie wildlife habitats, together with professional staff. Duties may include overseeing comparisons of 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.
9. Plans and implements pesticide and herbicide application and organic control programs, including direct application and oversight of contractors; and maintains applications logs.
10. 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.
11. Attends and participates in staff meetings, natural resource related group meetings, and

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meetings with contractors to provide site-specific information.

12. Responds to a variety of emergency situations, which might involve injuries, fires or other related incidents.
13. Implements natural resources protection programs including gate and fence repair, signage, lock integrity and preventing encroachments.
14. Operates hand and power tools and light and heavy equipment (e.g. tractor, backhoe, mowers, pickups, rentals).
15. Compiles data for a variety reports.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust;
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others;
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations;
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work;
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection;
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance;
  - Practice safe work habits; and
  - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules, applicable law, and collective bargaining agreements as appropriate.
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

#### Natural Resources Specialist:

In addition to the duties performed by a Natural Resources Technician, the Natural Resources Specialist:

1. 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 with management, scientific and other personnel.
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. May also provide first aid services.
3. Develops site stewardship and fire plans for Metro-owned properties independently. For stewardship plans this includes determining appropriate vegetation management

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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 is 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. 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.
6. Serves as a resource and provides project technical assistance to Natural Resource Technicians, field variable hour/seasonal staff, interns, contractors, work crews, community service groups and volunteers on assigned natural areas.
7. Oversees and implements sustainability and natural resource protection programs including oversight of team working and skill development functions.
8. 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.
9. Performs all the functions and responsibilities listed above for Natural Resources Technician within reasonable workload.

#### Natural Resources Specialist - Lead:

In addition to the duties performed by a Natural Resources Technician and Natural Resources Specialist, the , the Natural Resources Specialist – Lead:

1. Orients, trains, and leads Natural Resources Technicians and Specialists, partner staff, volunteers, and/or other workers; gives work assignments and assures safe and proper completion of work. Keeps records of work progress, equipment repair and maintenance, and supplies; performs related administrative work.
2. Directs and 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. May also provide first aid services.
3. Serves as a resource and provides project technical assistance to Natural Resource Technicians and Specialists, field variable hour/seasonal staff, interns, contractors, work crews, community service groups and volunteers on assigned natural areas.
4. Responsible for planning and coordinating a variety of meetings, such as group, staff and public meetings; tours; and responses to inquiries.
5. Performs all the functions and responsibilities listed above for Natural Resources Technician and the Natural Resources Specialist within reasonable workload.

## **JOB SPECIFICATIONS**

### **Job Preparation**

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### Education and Work Experience

#### Natural Resources Technician:

- Associate's degree from an accredited college with specialized training in horticulture, biology, forestry, natural resources, environmental science or a related field and
- Three years of relevant natural resource and project management experience or
- Any combination of education, experience, knowledge, skills and abilities typically required to perform the duties of the classification

#### Natural Resources Specialist:

- Associate's degree from an accredited college with specialized training in horticulture, biology, forestry, natural resources, environmental science or a related field; bachelor's degree preferred and
- Four years of relevant natural resource and project management experience with leadership, training, sustainability, and evaluation responsibilities or
- Any combination of education, experience, knowledge, skills and abilities typically required to perform the duties of the classification

#### Natural Resources Specialist - Lead:

- Associate's degree from an accredited college with specialized training in horticulture, biology, forestry, natural resources, environmental science or a related field; bachelor's degree preferred and
- Five years of relevant natural resource and project management experience with leadership, training, sustainability, and evaluation responsibilities or
- Any combination of education, experience, knowledge, skills and abilities typically required to perform the duties of the classification

### Knowledge, Skills and Abilities

#### **Working Knowledge of:**

- Pacific Northwest flora, fauna, geological and aquatic resources
- Principles and practices of ecology, wildlife and vegetation management
- Methods and techniques of natural area resource protection, enhancement and restoration
- Methods and techniques of data collection and report preparation
- Pertinent federal, state and local laws, codes and regulations

#### Natural Resources Specialist and Specialist-Lead:

#### Also requires:

- 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

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#### **Skills and Abilities:**

- Operate a personal computer and associated software, as well as radios and cell phones
- Safely and effectively operate of a variety of hand and power tools and motorized equipment, such as tractors and their attached implements
- Communicate and work effectively with other employees, volunteers and the public
- Analyze problems accurately and take effective action
- Identify common species or native plants and wildlife by visual observation
- Prepare written summaries, recommendations for maintenance needs, correspondence, records and reports. Ability to prepare and maintain accurate and complete records and reports
- Determine appropriate pesticide use and manage application or directly applies in natural areas
- Identify threats and/impacts to natural resources through field observations and recommend appropriate measures
- Develop priorities to assure all assigned work is completed
- Interpret and apply applicable federal, state and local laws, codes and regulations
- Communicate clearly and concisely and to understand, issue, and follow written and oral instructions
- Communicate effectively regarding complex natural resource matters with the public, colleagues, other agencies, and management
- 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
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law; and collective bargaining agreements as appropriate
- Develop knowledge, skills, and abilities, and to obtain and maintain certifications and license

#### Natural Resources Specialist and Specialist-Lead:

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Also requires:

- Lead and communicate effectively with and working with scientists, other colleagues, coalition staff, other employees, public agencies, and the public
- Resolve conflict and dispute
  - Organize and assign work, train, and lead 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
- Plan and coordinate sustainability and evaluation projects
  - Perform, direct, and coordinate emergency service, first responder, and environmental protection duties

#### Special Requirements

- Successfully pass the background checks and screening requirements of the organization
- Possession of, or the ability to obtain:
  - Upon hire, and maintain a valid driver's license
  - Within six months and maintain first aid/CPR Certification, Oregon Pesticide Applicator License,
  - 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

#### 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

#### Supervision

- Supervision is received from assigned management or supervisory/lead staff
- May act as lead over workers, work crews, natural resources staff, community service groups, contractors, interns, and volunteers

#### Work Environment

*The following indicates the general work environment of positions grouped within this classification; it is not intended to be a comprehensive description of a specific position. 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. May lift up to 50 pounds. Work requires local travel to site locations

*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications or other characteristics of a specific position. The classification description is not an employment agreement between Metro or Metro's visitor venues, and the employee and is subject to change by Metro as Metro's needs and the job requirements change.*