

**METRO**  
**Job Description**

<b>Class Numbers:</b>	452	<b>Established:</b>	6/08
<b>Titles:</b>	Natural Resources Technician	<b>Revised:</b>	12/09
<b>Pay Grades:</b>	345/455	<b>EEO Category:</b>	Service/Maint.
<b>Bargaining Unit:</b>	LIUNA 483		
<b>FLSA Status:</b>	Non-Exempt		

**DESCRIPTION**

Coordinates, oversees and performs restoration enhancement projects, maintenance, and the land management of Metro properties. Assesses site-specific needs, prioritizes work, develops and implements resource project management strategies to achieve natural resource management goals and objectives. Duties 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; and leading volunteers, natural resource staff, and other 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. Monitors and assesses land management needs and enforces prescribed uses for Metro properties by providing a presence on assigned Metro properties on a year-round basis and following best management practices.
2. Oversees and collects data and provides site-specific input to supervisor and staff scientists developing natural resources management plans. Implements plans/strategies; develop work priorities with supervisor to address resource management needs.
3. Coordinates and responds, investigates and resolves adjacent landowner issues, concerns and complaints, such as encroachment, dumping, trespass, nuisance, etc.
4. Leads and coordinates work crews, serves as a resource and provides project technical assistance and direction to field temporary/seasonal staff, interns, contractors, work crews, community service groups and volunteers.
5. 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.
6. Determines 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. Together with professional staff, guides and uses most appropriate site-specific approaches to

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assist in the enhancement and restoration of forest, wetland, upland and prairie wildlife habitats. 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. Collects information and prepares cost estimates for contract services or capital improvement projects; oversees contractors working on restoration and enhancement projects.
10. Plans and implements pesticide and herbicide application and organic control programs including direct application and oversight of contractors; and maintains applications logs.
11. Attends and participates in a variety of public meetings; respond to site specific questions and inquiries from the general public regarding resource management issues; conduct site tours for department staff, volunteers, neighbors or interested groups.
12. Attends and participates in staff meetings, natural resource related group meetings, and meetings with contractors to provide site-specific information.
13. Responds to a variety of emergency situations, which might involve trespassing, injuries, misconduct, fires or other related incidents.
14. Implements security and natural resources protection programs including gate and fence repair, signage, lock integrity, encroachments and rule enforcement.
15. Operates hand and power tools and light and heavy equipment (e.g. tractor, backhoe, mowers, pickups, rentals).
16. Compiles data for a variety reports.
17. Assists the public, public officials and other employees in a professional and courteous manner.
18. Develops safe work habits and contributes to the safety of self and co-workers.
19. Contributes to a positive team atmosphere.
20. Has regular and punctual attendance.
21. Performs assigned duties during an emergency situation.
22. Other duties as assigned.

### **DISTINGUISHING FEATURES**

This is the first of a two level progression for the Natural Resources Technician and focuses on site specific projects. For the Natural Resources Technician, qualifications or equivalent are for an Associate degree with specialized training and three years' relevant natural resource and project management experience.

### **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**

- Associate degree from an accredited college with specialized training in horticulture, biology, forestry, natural resources, environmental science or a related field, and three

years' relevant natural resource and project management experience.

**2. Necessary 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.

**Skill to:**

- Operate a personal computer and associated software, 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.

**Ability to:**

- 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.
- Coordinate and lead the work of other employees, natural resource staff, volunteers and contractors.
- 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.

- 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 license.

**3. 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 and to obtain within six months and maintain First Aid/CPR Certification, Commercial Driver's License (Class A), Oregon Pesticide Applicator License, Limited Multnomah County's Sheriff's Commission, Red Cards for Fighting Fires, and such other certifications and licenses as may be required.

**4. Tools and Equipment Used**

- 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.

**5. Supervision**

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

**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.*

- 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.

*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.*