

## **METRO Job Description**

|                         |                                  |                      |                |
|-------------------------|----------------------------------|----------------------|----------------|
| <b>Class Numbers:</b>   | 3023/4006                        | <b>Established:</b>  | 10/09          |
| <b>Titles:</b>          | Natural Resource Technician Lead | <b>Revised:</b>      |                |
| <b>Pay Grades:</b>      | 360/470                          | <b>EEO Category:</b> | Service/Maint. |
| <b>Bargaining Unit:</b> | LIUNA 483                        |                      |                |
| <b>FLSA Status:</b>     | Non-Exempt                       |                      |                |

### **DESCRIPTION**

Functions as a Lead Natural Resources Technician. Coordinates, oversees, and performs restoration enhancement plans, budgets, projects and the maintenance of Metro properties. Also coordinates, oversees, develops, and implements resource project management strategies to achieve natural resource management goals and objectives and is responsible for program and project sustainability and evaluation. Duties include overseeing and enforcing Metro rules and regulations associated with managing Metro properties, maintaining infrastructure of natural areas, and leading coalition staff, volunteers 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. Assists and participates in, with management, scientific and other personnel, natural resource restoration planning, sustainability, evaluation, and designated area functions.
2. Orients, trains, and leads Natural Resources Technicians, coalition 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.
3. 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. Also provides first responder and first aid services.
4. Coordinates, oversees, monitors and assesses land management needs, enforces prescribed uses for Metro properties, and oversees or provides a presence on assigned Metro properties on a year-round basis.
5. Coordinates, oversees, and provides site-specific input to supervisor and staff scientists developing natural resources management plans. Also oversees and implements plans/strategies and develops work priorities addressing resource management needs.
6. Oversees, responds, investigates and resolves adjacent landowner issues, concerns and complaints, such as encroachment, dumping, trespass, nuisance, etc.
7. Serves as a resource and provides project technical assistance and direction to Natural Resource Technicians, field temporary/seasonal staff, interns, contractors, work crews, community service groups and volunteers on assigned natural areas.
8. For projects beyond the capability of available staff and equipment, coordinates and develops the scope of work for contracts, meets with contractors to obtain competitive bids, submits

**Natural Resources Technician Lead**  
**PAGE 2 OF 4**

bids to supervisor or appropriate staff for processing, and oversees contractor work according to scope of work.

9. Oversees and determines needed maintenance of Metro property infrastructure and appurtenances, including fences, gates, trails, roads, water systems and buildings; either oversees or carries out 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 use of 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 which 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.
12. Oversees, plans and implements pesticide and herbicide application programs including alternative organic control programs, directs application and oversight of contractors; and maintains applications logs.
13. Coordinates, 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.
14. Coordinates, attends and participates in staff meetings, natural resource related group meetings, and meetings with contractors to provide site-specific information.
15. Oversees and implements sustainability, security and natural resource protection programs including oversight of team working and skill development functions.
16. Oversees and coordinates, with supervisors and managers, Natural Resource Tech, Park Ranger, scientists, and other persons on day-to-day and project evaluations, and guides staff and contractor review and planning efforts.
17. Compiles data for a variety of reports.
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 Lead Natural Resource Technician has lead responsibilities above and beyond Natural Resources Tech or for working in and out of classification. The Lead Natural Resources Technician focuses on responsibilities for leading and coordinating efforts of Natural Resources Technicians and for performing restoration projects.

### **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 five years natural resource project management related experience with leadership, training, sustainability, and evaluation responsibilities.

**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 and on 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, radios, and cell phones.
- Lead and communicate effectively with and working with scientists, other colleagues, coalition staff, other employees, public agencies, and the public.
- Resolve conflict and dispute.

**Ability to:**

- 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 to lay out work, train, and direct 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 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 First Aid/CPR Certification, and to obtain within six months and maintain a 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**

- 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.

**5. Supervision**

- Supervision is received from assigned management or supervisory 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.*

- 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.*