

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Park Specialist – Natural Resources	UNION:114
CLASS TITLE	Park Specialist - Grounds	SG:12
DEPARTMENT:	Parks and Recreation	CS:E/P
	Operations Division	FLSA:Y
		EEO4CODE:SC

JOB SUMMARY:

Plans, schedules, establishes performance standards and implements all work activities in the Natural Resources program which includes trails and greenways, open space natural areas and wetland mitigation. This includes maintaining inventory of all Natural Resources program areas and their needs, providing technical direction and training to staff, providing input on budgetary requirements, recommending new construction and renovation, and developing and implementing an integrated pest management program for area of responsibility. Responsible for the selection, care, operation and replacement of all equipment for the program area. Oversees all staff assigned to program area and provides input on performance evaluations. Hires seasonal employees, subject to supervisor approval. Tracks and orders materials, equipment and supplies for program area, including price and product evaluation as well as bid packet creation and evaluation.

SUPERVISORY RELATIONSHIPS:

Reports to Parks Grounds Maintenance Manager. Oversees day-to-day work of Park Technicians, Park Workers, and seasonal employees as well as volunteers and any other available resources. Coordinates activities with other Park Specialists.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develops and implements work programs and schedules for all aspects of the Natural Resources program which includes restoration and repair of trails and greenways, maintenance of open space natural areas, wetland mitigation, maintenance and repair of irrigation systems, drainage systems, bridges and boardwalks.
2. Oversees day-to-day work of all staff in the Natural Resources program. Hires all seasonal staff, subject to supervisor approval. Makes recommendations regarding hiring of permanent staff and disciplinary action of all employees in program area. Provides training to assigned staff. Provides information regarding employee performance to supervisor.
3. Inspects, documents, and updates all Natural Resources and nursery inventory areas and maintenance requirements. Monitors for hazards and encroachments. Works continually to update boundary marking and mapping of the inventory. Works with other City departments to develop drainage and erosion methods and assists supervisor in developing proposals for wetland mitigation.
4. Oversees all equipment within the program area including maintenance coordination, inventory and repair history, and replacement.

5. Designs, plans, and determines scope of work, materials, time and cost projections and implements renovation and construction projects for the Natural Resources program.
6. Assists in the development of Natural Resources program area budget including maintenance and project costing and tracking; costing and purchase of equipment; and materials and supplies including bid package formation, submittal and review.
7. Responds to citizen concerns. Investigates Natural Resources program area complaints and concerns.
8. Acts as the technical resource for expertise in the Natural Resources field. Provides technical information to assist the Parks Department other agencies and community interests to aid in decision about best management practices and specification for work within the Natural Resources program area.
9. Plans and implements an Integrated Pest Management Program using a system of guidelines for best management practices.
10. Performs the work of the class below as workloads and need for expertise may dictate.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the scope of this classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Working knowledge of urban forestry practices including woody and herbaceous native plants and their characteristics and maintenance requirements.
- Considerable knowledge of trail and trail feature construction techniques and materials.
- Natural and managed drainage systems.
- Working knowledge of arboriculture, silviculture, urban forestry and native tree issues.
- Working knowledge of soil science.
- Working knowledge of integrated pest management concepts and strategies for best management practices.
- Working knowledge of irrigation and drainage systems: repair, design, installation and operation.
- Working knowledge of managed and natural ecosystems.
- Working knowledge of horticultural practices
- Working knowledge of wetland mitigation methods
- Knowledge of resource management systems.
- Knowledge of computer operation including word processing and data handling programs.
- Knowledge and skill in the operation of a wide range of tractors and other specialized equipment used in this type of work.

Skill in:

- Skill in planning and assigning the work activity of assigned crews involved in Natural Resources activities.
- Willingness to pursue ongoing training to improve knowledge and skills and keep current within the field.
- Skill in tree hazard assessment.

- Supervisory skills including leadership, problem solving, strong interpersonal skills, organizational skills, adaptability/flexibility and time management.
- Excellent oral communications skills, good judgement, assertiveness, courtesy and tact necessary to work effectively with diverse groups of people including the general public, other City employees and personnel from local agencies.

Ability to:

- Approach, diffuse and resolve confrontational situations.
- Understand and follow Parks and City policies.
- Ability and willingness to follow directions and to perform assigned work independently with minimal supervision.
- Ability to read, understand and work from plans and drawings.
- Willingness to adhere to provisions of the team agreements for the Park Operations Division.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the positions, including:
 - Adequate hearing, correctable vision, physical strength and agility to operate power equipment safely in a noisy work environment.
 - Ability to lift moderately heavy objects up to 50 lbs., including fertilizer, plants, equipment. Equipment and materials in excess of this weight are lifted with assistance.

WORKING ENVIRONMENT:

Most work is performed out-of-doors in all weather conditions. Some routine work is performed indoors. Some hazardous conditions exist when handling and applying pesticides. Moderate risk is involved while working with mechanical tools and equipment such as bobcat, mini-excavator, brush mower, roller, and navigating site conditions such as uneven ground, hills, and hazardous trees.

EXPERIENCE AND TRAINING REQUIREMENTS:

If promotional from within Parks Department:

- Must have at least three years work experience in trails and trail feature construction, forestry, and open space areas. At least one year of experience must have been in the Grounds section for the Bellingham Department of Parks and Recreation.

If applicant from outside the Parks Department:

- At least three years recent work experience in trails and trail feature construction, forestry, and open space areas.
- Minimum of one year of supervisory experience.
- Knowledge of all facets of outdoor horticulture grounds care for the local ecology.
- Successful completion of coursework relative to horticulture/turf/grounds care may substitute for one year of required experience.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check and child and adult abuse records check.

- Valid Washington State driver's license by the time of hire and good driving record. A three-year driving abstract must be submitted prior to hire.
- Ability to secure a Commercial Driver's License within six months of hire and to maintain a valid CDL during length of employment.
- Ability to secure and maintain a Washington State Pesticide License within 12 months.
- Ability to secure and maintain a valid First Aid and CPR certification within six months of hire.

PREPARED BY: J. Luce
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7/00

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Parks Operations Manager

COMMISSION ALLOCATION: _____