

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Aquatic Invasive Species Supervisor

UNION:231

DEPARTMENT: Public Works – Operations

SG:5

CS:N

FLSA:N

EEO4/SOCCODE:PR/19-4099

JOB SUMMARY:

Responsible for coordinating and supervising the Public Works Aquatic Invasive Species Work Plan in support of the Lake Whatcom Management Program, City administration, and City Council goals to prevent degradation of Lake Whatcom's water quality, water supply operations and community benefits. Implements and coordinates the watershed-wide strategy, relevant programs, and partnerships to prevent and control the spread of aquatic invasive species. Implements and oversees program elements including education, inspection, prevention, enforcement, monitoring, and response planning efforts. Interacts with a variety of City staff, local and regional agencies, organizations and interest groups. Supervises assigned Aquatic Invasive Species staff.

SUPERVISORY RELATIONSHIP:

Reports to the Superintendent of Natural Resources Field Operations. Works under general supervision and the guidance of applicable federal, state, and local statutes, regulations, policies, and guidelines. Supervises assigned staff, and contractors assigned to perform work within program area.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develops, plans, coordinates, implements, and monitors the work functions of the Public Works Aquatic Invasive Species program. Coordinates and implements program elements including education, inspection, enforcement, monitoring, prevention, and response planning efforts. Determines methods, standards, and practices for preventing and controlling the spread of aquatic invasive species.
2. Supervises the work of Aquatic Invasive Species staff. Hires, trains, assigns works, develops performance standards and monitors performance. Conducts pre-disciplinary investigations; recommends and delivers corrective action as appropriate. Reviews and approves employee timesheets and oversees scheduling. Responsible for training, motivating, and supervising the work team and establishing a system of effective communication and cooperation. Trains and orients employees on work assignments, equipment operation, policies, best practices and procedures. Responsible for safety training and monitors compliance of employees with safety rules.
3. Develops and prepares program area annual work plans. Establishes and monitors work priorities, schedules, and assignments; coordinates availability of materials, equipment, and personnel to align resources to program area goals and objectives.
4. Coordinates with other City departments to implement program measures that impact other City programs and policies. Interprets rules and regulations and ensures City compliance with federal, State and local regulations.

5. Develops and coordinates the implementation of early detection monitoring and response actions. Recommends protective measures and assists the Superintendent of Plants with their implementation to safeguard the integrity and functionality of water intake infrastructure in the event of invasive species establishment.
6. Plans, develops, and oversees the design and implementation of an educational program to increase and maintain community awareness of the need for preventing and controlling the spread of aquatic invasive species. Coordinates the creation and distribution of informational materials, including but not limited to: brochures, flyers, pamphlets, electronic presentations and web pages. Conducts educational programs and presentations.
7. Conducts research and analysis of aquatic invasive species issues and existing programmatic gaps by gathering data, conducting feasibility studies, preparing reports and making recommendations to management. Maintains aquatic invasive species databases, files and records related to the City's water systems.
8. Provides accurate and courteous information to the public. Ensures service requests within program area are appropriately addressed and resolved. Investigates damage claims and service requests and takes appropriate action to limit City liability and expense.
9. Assists with the development of program area budget. Provides recommendations, monitors approved budget and approves expenditures for equipment and materials.
10. Responds to and verifies reported Aquatic Invasive Species program violations, initiates notification to Washington Department of Fish and Wildlife, State Patrol, Whatcom County Sheriff and City of Bellingham enforcement officers, and maintains records of violations. Prepares reports and correspondence to assist enforcement agencies in their procedures related to violations.
11. Coordinates and collaborates with Whatcom and Skagit Counties, Washington Department of Fish and Wildlife, Washington Aquatic Invasive Species Council, Columbia River Aquatic Invasive Species Task Force, agencies and interest groups for the promotion of the Aquatic Invasive Species program.
12. Acts as a technical resource for expertise in aquatic invasive species. Provides information to assist the Public Works Natural Resources Division, the Lake Whatcom Management Program, other City departments, outside agencies, and community members.
13. Researches availability of state and federal grants that support aquatic invasive species detection and prevention programs. Prepares grant applications and administers grants to promote aquatic invasive species measures.

ADDITIONAL WORK PERFORMED:

1. May participate in boards and committees as assigned.
2. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Lake Whatcom's aquatic invasive species and current prevention and control methods.

- Aquatic invasive species such as Asian Clams, Quagga Zebra, and Golden mussels, and related issues including habitat needs, transport vectors, prevention strategies, response strategies, enforcement issues, outreach and education.
- The Lake Whatcom Management Program's purpose, policies and procedures, functions and practices, including a working knowledge of freshwater ecology and water supply issues.
- Local, state and federal aquatic invasive species rules, regulations and guidelines.
- Environmental sciences, including biology, ecology and hydrology.
- Government processes, including legislative, regulatory, agency mandates and local authority.
- Principles for creating and implementing education programs and awareness campaigns.
- Principles and practices of leadership, supervision, and personnel management.
- Knowledge in preventative measures and best management to reduce impacts from invasive freshwater mussels on drinking water infrastructure.
- Long term project management and contract management.
- Field monitoring and data collection.

Skills in:

- Strong leadership skills including time management, problem analysis and resolution, interpersonal sensitivity, and adaptability.
- Excellent oral and written communications skills, including skill in preparation of various materials for publication and/or dissemination.
- Demonstrated skills in managing, leading, and organizing staff including the ability to effectively coach and provide performance feedback.
- Excellent interpersonal skills for establishing and maintaining effective working relationships with diverse groups of people including government staff from external agencies, public officials, elected and appointed City officials and staff, and citizens.
- Research, analysis, and program planning and evaluation skills.
- Excellent computer skills, including Word, Excel, and PowerPoint presentation software.

Ability to:

- Work independently or as a member of a team depending on project needs.
- Manage several tasks simultaneously while maintaining accuracy in an environment of frequent interruptions.
- Accurately maintain a variety of computerized and hard copy files using alpha-numeric, category, indexing and cross-reference methods.
- Transcribe spoken/dictated/taped/written material and prepare summary minutes of public forum meetings accurately and in a timely manner.
- Collect, compile, and analyze complex information and data.
- Adapt and be flexible.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
 - Frequently operate a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Correctable visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
 - Move between work sites;
 - Occasionally lift and transport objects up to twenty-five (25) pounds;
 - Walk on uneven surfaces such as gravel parking lots, docks, and lakeside beaches with a mix of sand, gravel, pebbles and rocks;
 - Travel, sit and move about a boat on the water;
 - Occasionally examine all surfaces of a boat and its trailer.

WORKING ENVIRONMENT:

Work is performed both in an office setting at a computer workstation and outdoors, exposing employee to inclement weather, noise, fumes, and traffic hazards. Employees are required to use appropriate safety equipment and follow standard safety practices. Works in an environment with frequent interruptions. Some travel to professional meetings required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor of Science degree in environmental science or in an environmental support science such as chemistry, biology, hydrology required. Master's degree in related field desired.
- Two years work experience related to environmental issues and policy development required.
- One year work experience with invasive species policy and program development required.
- Two years of supervisory or lead experience required.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Must be willing to flex schedule to accommodate evening and weekend work.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at the time of hire, with periodic submission of driving abstract per City policy.
- Employment contingent upon passing a criminal conviction.

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5/12
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8/26

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Public Works Deputy Director