



## Midpeninsula Regional Open Space District

### **FIELD RESOURCE SPECIALIST**

#### **DEFINITION**

Under general direction, develops and directs the implementation of vegetation and fuel management prescriptions and associated natural resource and capital improvement actions; plans, schedules, assigns, and reviews the work of staff, contractors, and consultants responsible for vegetation management, fuel reduction, and natural resource protection and restoration projects on District lands; coordinates natural resource efforts among other District staff, organizations, governmental and regulatory agencies, and the public; provides technical assistance to the Area Manager; prepares and presents staff reports; provides professional advice and assistance related to fire and resource management codes and regulations to other District staff; performs a variety of technical tasks relative to assigned area; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from an Area Manager. Exercises direct and general supervision over technical and maintenance staff.

#### **CLASS CHARACTERISTICS**

This is a full supervisory-level class responsible for planning, organizing, supervising, reviewing, and evaluating the work of maintenance staff, contractors, or consultants either directly or through lead workers. Incumbents are expected to perform the full range of professional and technical fuel management and resource management work, including coordinating the field implementation of the Wildland Fire Resiliency Program and resource management activities. Responsible for coordination of all fuel management work in assigned area including working closely with other supervisors to assign and deploy work crews as needed to support program goals. Responsibilities include performing specialized and highly regulated work involving significant accountability, including developing specific prescriptions for vegetation and fuel treatments and then directing their implementation on the ground while adhering to applicable requirements, mitigation measures, laws, and policies. This position coordinates closely with other Departments and their supervisor to confirm direction, priorities, and goals, and conducts independent decision-making within this framework. The incumbent organizes and oversees day-to-day activities and a full range of project management duties in all the following areas: vegetation management, biomonitoring, natural resource protection projects, and operations of assigned area. Incumbents are expected to independently participate in short-and long-term planning duties as assigned as well as possess the skill in coordinating work with that of other District departments and public agencies. This class is distinguished from the Area Manager in that the latter has management responsibility for all maintenance, construction, resource management, and enforcement operations of an assigned Area.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the functions of the job.*

- Coordinates projects and programs involved in the management, enhancement and protection of the District's natural and cultural resources,
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff performing construction, maintenance, restoration, and resource management work to ensure ecologically sensitive fuel management and natural resource protection and enhancement of District lands.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned area.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of assigned work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate supervisory and management staff; implements improvements.
- Participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for assigned projects.
- Plans, prioritizes, and manages fuel reduction and other maintenance projects, including coordinating with the Natural Resources Department; evaluating project sites; obtaining appropriate regulatory permits; determining and recommending equipment, materials, and staffing needs; reading and interpreting technical specifications and plans; recommending and implementing changes; and ensuring completion of the project on time and within budget.
- Meets with field staff, District personnel, members of the public, and neighbors to solicit input and identify problems and opportunities; plans and conducts stakeholder meetings and resolves issues.
- Serves as source of information regarding wildland fire risk impacts of land use applications and general municipal planning programs, projects, and functions; represents the department and District to outside agencies, public and private groups, and the general public; facilitates community participation through a continual dialogue with residents and project partners on major projects.
- Develops consultant requests for proposal, advertising, and bid processes for professional and/or construction services; evaluates proposals and recommends project award; administers contracts after award.
- Negotiates, administers, and manages contracts for services; reviews documents, reports, and other work products prepared by consultants and provides feedback and corrections; reviews and oversees consultant invoices and progress payments.
- Oversees and administers various grants related to the area of assignment; prepares grant applications; prepares and submits invoices for grant reimbursement.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Ensures that safety procedures are followed, and that safety equipment is worn; makes periodic safety presentations to assigned staff.
- Supervises and performs resource management tasks, including identifying, removing, and spraying non-native invasive plants, pest control, identifying habitat concerns, and participating in data collection projects; provides information to resource management staff as needed.
- Prepares and presents staff reports for resource management projects, contract solicitation and authorization, permits and licenses and grant proposals.
- Supervises the preparation and maintenance of work logs, reports, records, and files; ensures the proper documentation of operations and activities. Conducts careful and timely tracking of assigned work and performance indicators using project management software.

- Provides highly complex staff assistance to Area Manager and staff; develops and reviews staff reports related to assigned activities, projects, and services; under direction, presents reports to and advises the Land and Facilities Manager, General Manager, Board of Directors, and other commissions, committees, and boards related to fuel and vegetation management and associated topics.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Responds to and provides support for various emergency services as needed, including first aid, search and rescue, basic wild land fire suppression, and planning and conducting controlled burns.
- Attends and participates in professional group meetings; stays abreast of new trends, innovations, and technology in natural resources; researches emerging products and techniques and their applicability to District needs.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Tracks program progress, including performance indicators, and prepares post-project reports.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Project and program management principles and practices, including goal setting, work plan development, implementation, and evaluation.
- Principles and practices of open space and preserve maintenance, resource management, and operations program development and administration.
- Principles and practices of resources management, including weed management and habitat restoration.
- Local flora, fauna, cultural, and geological resources and methods and techniques of wild land resource protection and restoration and District lands and boundaries.
- Basic principles and practices of emergency medical aid and wild land fire suppression.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- Principles and practices of contract negotiation, administration and evaluation.
- Practices of researching resource management issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Recent developments, current literature, and sources of information related to fuel and vegetation management and other related natural resource management topics.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, database management, project management and program management.
- Principles and procedures of record keeping and reporting.
- Safe driving rules and practices and safety principles, practices, procedures, and equipment related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

**Ability to:**

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Administer complex, technical, and sensitive fuel/vegetation/resource management and related programs in an independent and cooperative manner.
- Assess status of vegetation, fuels, and natural resources through field observations and surveys.
- Interpret computer modeling of vegetation and fuels.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, evaluate and present recommendations for new service delivery methods, procedures, and techniques.
- Interpret and explain projects and programs to the general public; identify and respond to issues and concerns of the public, District staff, Board of Directors, and other boards and commissions.
- Interpret, apply, explain, and enforce complex District, local, State, and Federal codes, regulations, policies, and procedures.
- Identify local common and rare plants and wildlife species of Central California Coast
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Apply for, track, and comply with necessary permits.
- Perform the most complex maintenance and resource management duties and operate related vehicles, equipment, and tools safely and effectively.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other District departments and agencies as required.
- Direct the work of contractors and consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in environmental design, forestry, ecology, natural resource management, park administration or a related field, and three (3) years of increasingly responsible experience in project management preferably in parks, open space, or a related field, including one (1) year of supervisory responsibility.

**Licenses and Certifications:**

- Possession of a valid California Class C Driver License.
- Possession of a valid California Class A or Class B Driver License and required endorsements desirable.
- Possession of, or ability to obtain, a valid Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification within six months of employment.
- Possession of, or ability to obtain, a valid First Responder or equivalent certification within six months of employment.
- Possession of, or ability to obtain, the level of certification in the Incident Command System courses as specified under the National Incident Management System (NIMS) within 12 months of employment.
- Possession of, or ability to obtain, a District approved Fire Suppression Training certification within 12 months of employment.
- Depending on assignment, possession of, or ability to obtain, an appropriate Qualified Applicator's certificate within 12 months of employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift and carry materials and objects weighing up to 60 pounds and must possess the ability to push and pull objects weighing up to 100 pounds, with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and poison oak. May involve exposure to wild, and/or dangerous animals. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: July 2021  
REVISED: N/A  
FLSA: Exempt