



CITY OF EAST WENATCHEE

Job Description

Position Title:	Natural Resource Specialist
Department:	Public Works
Department Head:	Project Development Manager
Reports To:	Project Development Manager
Exempt/Non-Exempt (FLSA)	Non-Exempt-Union Position
2019 Salary Range:	\$5,118.73 - \$6,052.69 per month (7 Step Scale)

Position Summary:	Under the direction of the Project Development Manager, this position coordinates the city's Stormwater Utility, programs all work to comply with the city's NPDES Phase II Municipal Stormwater Permit requirements, and programs all work necessary to maintain the land and landscaping assets of the city.
Distinguishing Characteristics:	This position requires substantial independent judgment; and is responsible for supervising several programs and coordinating work with the Street Manager.
Job Location / Working Conditions:	<p>Normal office environment</p> <p>High noise environment</p> <p>Dust, dirt, grease or other disagreeable elements</p> <p>Alternative work schedules</p> <p>Exposure to moving machinery</p> <p>Exposure to chemicals</p> <p>Requires protective devices</p> <p>Occasionally required to work outdoors in inclement weather conditions and in heavy traffic.</p>
Essential Job Functions:	<ol style="list-style-type: none"> 1. Manages the Stormwater Utility program for the city. 2. Prepares an annual Stormwater work plan that plans, budgets, and schedules all stormwater work necessary to keep them in an acceptable level of functionality. The work plan shall identify all resources necessary to implement the plan. 3. Coordinates the work to keep the city in compliance with the NPDES Phase II regulations. 4. Maintains and updates the NPDES Geographic Information Systems (GIS) database for all stormwater facilities for tracking maintenance and system mapping.

<p>Additional Functions as needed:</p>	<ol style="list-style-type: none"> 5. Maintains and updates the database for all land requiring landscape functions owned by the city. 6. Prepares an annual Landscaping work plan that plans, budgets, and schedules all landscaping work necessary to keep them in an acceptable level of appearance. The work plan shall identify all resources necessary to implement the plan. 7. Corresponds with other agencies, consultants, stakeholders, and contractors regarding the Stormwater Utility, the NPDES program, and landscaping planning as necessary. Ensures accurate and up to date information relevant to these functions. 8. Responsible for the planning, prioritizing, designing, and inspecting Stormwater Utility projects, NPDES projects, and landscaping projects. This includes the coordination of any necessary consultant work. 9. Coordinates with the Street Manager to have maintenance staff perform all maintenance work required by the city's NPDES permit, the stormwater work plan, and the landscaping work plan. 10. Investigates technical problems and conducts research and data gathering required for Stormwater Utility issues, NPDES issues, and landscaping issues. 11. Responds to inquiries and complaints regarding quality and level of services to provide assistance and resolution within the areas of responsibilities. 12. Performs other related duties as assigned.
<p>Knowledge, Skills and Abilities:</p>	<p>1. Intermediate knowledge of:</p> <ul style="list-style-type: none"> • Principles, practices and techniques of GIS (ArcGIS Desktop and ArcGIS Online). • Applicable federal, State and local laws, regulations, policies and procedures. • Construction methods and contract administration for state, federal, city and private projects. • Public works operation and maintenance procedures. <p>2. Skills in:</p> <ul style="list-style-type: none"> • Effectively dealing with people who may be emotionally charged by issues and information being presented. • Advanced problem-solving techniques. • Interpersonal skills. • Phone etiquette. • Decision making. • Professional communications verbally and in writing

	<p>3. Ability to:</p> <ul style="list-style-type: none"> • Plan, prioritize, and coordinate the work of staff. • Estimate and analyze costs. • Plan, design and inspect public works projects. • Read and interpret engineering plans and specifications. • Communicate effectively, both orally and in writing; conduct meetings, and to make presentations. • Physically perform the essential functions of the job. • Organize and plan multiple tasks and responsibilities. • Establish and maintain effective working relationships with city employees and those contracted in the course of work. • Quickly learn, adapt well to dynamic situations. • Work unsupervised for long periods of time. • Work independently. • Be a team player. • Project a positive, professional image for self, Public Works Department and the City. • Be reliable and trustworthy. • Organize and plan multiple tasks and responsibilities. • Perform responsible and complex work involving the use of independent judgement and personal initiative. • Relate to co-workers, elected officials, public and private individuals and agencies in a positive manner. • Consistently meet deadlines while maintaining flexibility necessary to accommodate any given situation.
<p>Physical Requirements:</p>	<ol style="list-style-type: none"> 1. Finger Dexterity- Repetitive wrist, hand and/or finger movement. 2. Talking- Frequently convey detailed or important instructions or ideas accurately, loudly, and/or quickly. 3. Average Hearing- Able to hear average or normal conversations and receive ordinary information. 4. Average Visual Abilities- Average, ordinary visual acuity necessary to prepare or inspect documents. 5. Physical Strength <ul style="list-style-type: none"> • Typically sitting at a desk or table. • Occasional standing for more than 30 minutes at a time. • Typically standing or walking • Occasional lifting under 25 pounds • Occasional lifting 25 to 60 pounds
<p>Mental Requirements:</p>	<ol style="list-style-type: none"> 1. Reasoning Ability- Ability to apply common sense understanding, to carry out detailed instructions, and to deal with problems involving many variables.

	<ol style="list-style-type: none"> 2. Mathematics Ability- Ability to perform advanced mathematical calculations including trigonometry and geometry. 3. Language Ability <ul style="list-style-type: none"> • Ability to use vocabulary of 5,000 to 6,000 words • Able to read at a high level. • Able to define and understand unfamiliar words. • Ability to write complex sentences, using proper punctuation, proper grammar, and a good vocabulary.
Minimum Education and Experience:	A Bachelor's Degree in Environmental Science, Natural Resources, Landscape Architecture, Civil Engineering, Construction Technology, or any closely related field, and four years of public works experience. Any combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the job may also be considered.
Required license/certificates/registration	<ol style="list-style-type: none"> 1. A valid Washington State Driver's license. 2. Ability to obtain a Certified Erosion and Sediment Control Lead (CESCL) certification within 9 months of appointment.
Equipment:	Office equipment Simple hand tools
Accommodation:	In accordance with the Americans the Disabilities Act and Washington's Law Against Discrimination, it may be possible to modify the requirements listed above to reasonably accommodate disabled individuals. However, the City will not make any accommodations which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.
Disclaimer:	The City intends the above statements to describe the general nature and level of work performed by a Natural Resource Specialist. These statements are not intended to be an exhaustive list of all job duties performed by a Natural Resource Specialist. Likewise, the City does not intend this job description to create an employment contract. The City reserves the right to revise or amend this job description at any time. Likewise, the City maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Tom Wachholder, Project Development Manager

Date _____

Employee

Date _____