

# CITY OF CHATTANOOGA

## Classification Specification Title: Environmental Specialist

**Department: Parks & Outdoors**

**Pay Grade: GS.06**

**Supervision Received From: Natural Resources Supervisor**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 9/16/22**

**Revision Dates: 4/2/25;  
1/30/24; 1/9/24; 10/26/23**

### CLASSIFICATION SUMMARY:

The Environmental Specialist focuses on natural resources stewardship and maintenance on city-operated lands including Chattanooga Parks and Greenways, city-campus areas, and green infrastructure sites. This position will support natural resource assessments and programs by collecting field data, reviewing and processing data and reports, and conducting research. Works under the general direction of the Natural Resources Supervisor and in conjunction with the Field Team Lead and other staff to perform specialized maintenance activities, ensure Stormwater Control Measure (SCM) compliance, monitor sites, assist with plant care, and provide related outreach and technical information to community, staff, and other departments.

### SERIES LEVEL:

The Environmental Specialist is a stand-alone position.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Works as part of a team, uses a variety of tools and techniques to maintain City owned lands and landscapes, including green infrastructure, native plant gardens, wetlands, and trails.

Work includes hand-weeding, planting, pruning, ground preparation, mulching, and watering; using gardening/landscaping tools and equipment including: weed eater, hedge trimmer, hand saws, shovel, pruners, and rake.

Monitors and documents sites for damage, and changes.

Ensures compliance with TDEC NPDES permit through Stormwater Control Measure Inspection and Maintenance and public education and outreach.

Records, reviews, processes, analyzes, and interprets natural resources data in specialized or other software programs and provides detailed reporting. Collects and compiles field data with program data forms, GPS, cameras and other equipment.

Conducts environmental assessments, field inventories of flora and fauna, and/or research of the natural resources of City land. Compiles reports and provides this technical information to citizens and staff.

Supports ecological restoration and mitigation projects by providing design input, assisting with install, and supporting project management/maintenance.

Delineates and describes conditions of natural communities.

Performs invasive species management and site restoration through usage of herbicide or mechanical means and native planting.

Assists with plant care at the greenhouse. Learn new plants and techniques for managing them.

Practices soil and water conservation. Conducts integrated pest management and plant identification.

May work in sensitive or unstable environments where work impacts are minimized by best practices and careful attention to detail.

Communicates with the public about parks, water quality and associated maintenance; works with volunteer groups on natural resource management projects.

Communicates via telephone and/or email; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with supervisor, employees, other departments, contractors, manufacturers, vendors, the public, outside agencies and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems or give/receive advice/direction.

Provides technical information and assistance, as well as training/instruction to Parks Maintenance and other DPO staff and volunteers, through written documents, on-the-job training, and outreach. Provides technical information in relatable ways to Communications Director, for social media outreach to the general public.

Works with Parks Maintenance and other DPO staff to work on strategies for better land management, including, but not limited to integrated pest management, herbicide reduction, mowing reduction, expanding meadows and pollinator gardens, etc.

Attends and participates in meetings with employees, department/City personnel, contractors, vendors or others as appropriate.

Maintains comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate; represents the City in relation to natural resource management, stormwater or watershed health, or relevant horticultural disciplines.

Uses, carries and answers cell phone calls for business purposes as determined by the assigned job duties and the Department Head.

Contributes to other activities of the Natural Resources and Green Infrastructure program.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent and at least three (3) years of experience or any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

Examples of relevant training and experience include experience with gardening, landscape installation, or ecological restoration and course work in botany, forestry, environmental science. Degree in environmental science or related field preferred, but not required.

**LICENSING AND CERTIFICATIONS:**

Valid Class D Driver's License

Stormwater Control Measure Inspection and Maintenance Certification within one (1) year of hire.

TN Pesticides Applicators License preferred.

**KNOWLEDGE AND SKILLS:**

Knowledge of or skilled in the use of landscaping tools and equipment, methods of wildlife management, land management, invasive species. Monitoring and identifying erosion issues. Working independently and part of a team.

Knowledge of natural resource and land management; ecology principles and ecosystem management; landscape maintenance principles and practices; native plant and invasive plant species; greenhouse based plant care; applicable tools and equipment of the trade; pesticides and chemicals used in horticulture; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; occupational hazards and related safety precautions; City geography; industry standards and specifications; recordkeeping principles; safe work practices.

Skill in utilizing applicable tools and equipment; interpreting and applying applicable laws, codes, rules, regulations, policies, and procedures; interpreting a variety of technical plans, drawings and/or other related documents; collecting ecological field data; producing accurate maps and other representations of data for field work activities through GPS and GIS data collection in the field; resolving and correcting conflicting information and ensuring the accuracy of data; analyzing and making appropriate recommendations on natural resource and green infrastructure problems; plant identification and invasive plant removal techniques; handling

multiple tasks simultaneously; preparing and maintaining a variety of reports and records; and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:**

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:**

Medium Work: Exerting up-to 50 pounds of force occasionally and/or up-to 20 pounds of force frequently and/or up-to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, oils, extreme temperatures, and infectious diseases.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.