

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Manager Natural Resources**

**Department: Public Works**

**Pay Grade: GS.13**

**Supervision Received From: Director Parks Maintenance**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Natural Resources Prj Coord**

**Established: 3/26/21**

**Parks Outreach Coordinator**

**Revision Dates: 4/16/25;**

**10/20/23; 1/11/23**

### **CLASSIFICATION SUMMARY:**

Leads, manages, guides and promotes natural resources stewardship and management for the Park Maintenance Division. Incumbents in this classification are responsible for overseeing and managing the Park Division & green infrastructure maintenance and projects by performing supervisory and administrative work of employees and contractors engaged in maintenance, repair, custodial services, forestry and landscaping services; the improvement, safety and appearance of parks, city properties and buildings, ROWs and other public land and structures; and in administration of service contracts.

Duties include but are not limited to collecting information, developing and implementing plans for appropriate natural resource management, long and short range plans for maintenance of parks, facilities and equipment in keeping with the sustainability goals of the City and according to industry standards and best practices.

Providing professional expertise, recommendations, analysis and guidance to management regarding natural resource issues, providing oversight and supervision for parks and green infrastructure maintenance outreach. The work is performed with general direction from the Parks Director in collaboration with the Public Works Water Quality Division.

### **SERIES LEVEL:**

The Manager of Natural Resources 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.)*

Develop informational materials to explain natural conservation principles and acquaint public and private organizations with the agency's mission and policies by detailing potential impact on natural resources and encouraging cooperation.

Develop and update the comprehensive land management policy in coordination with land managers across the City (land management working group).

Lead development of a comprehensive city-managed lands GIS inventory to include identification of management responsibilities, and individual management plans.

Engage in all stages of project planning and execution efforts that affect City-managed lands, including but not limited to scope, design, bid review, permitting, construction, and maintenance.

Coordinate development of natural resources plans and recommendations, including management plans for the trail system(s), invasive species, and natural areas (i.e. grasslands, green infrastructure).

Reviews plans, designs and construction documents for capital projects affecting natural resources and green infrastructure in City parks and other sites.

Inspect natural resource assets and green infrastructure in parks and other City managed sites and properties.

Oversee outreach and volunteer stewardship (ParkStewards) program, supervising and providing general direction to Outreach Coordinator including prioritizing and assigning work.

Supervise natural resources and green infrastructure staff to include prioritizing and assigning work; conducting performance evaluations; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Develop and implement training programs for staff and volunteers as it relates to land management and green infrastructure maintenance; ensuring staff are trained; ensuring that employees follow policies and procedures.

Estimates costs to complete jobs and maintains various electronic and paper records and files of time, labor and materials used in projects.

Suggest and implement management solutions for service delivery to address current challenges and/or emerging public and industry trends.

Develop and implement a comprehensive natural resources management strategic plan for existing and future City maintained sites.

Develop and implement preventative maintenance and long range corrective maintenance plans to improve operations and prepare for, schedules, and tracks all planned maintenance.

Plan, develop, manage and implement complex land management projects from inception through completion.

Administer and monitor land management related budgets, including capital improvement budgets; allocates resources and approves expenditures, including contracted services; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Write technical specifications; coordinating bid work with Purchasing Division; and overseeing contract management for natural resource projects.

Implement and enforce best practices; ensures that all contractors and employees practice safe and documented handling of pesticides, fertilizers and other restricted or hazardous substances in accordance with local, state and federal laws and regulations.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, email or other programs such as GIS and work order management programs.

Collaborate with internal departments, general public, external agencies, and community partners to coordinate environmental stewardship programs within the parks, including but not limited to invasive plant management, trail maintenance and management, grasslands management, and litter abatement.

Collect and analyze a variety of complex data and information related to land management; performs statistical analysis and summarizes findings in applicable reports or other communication mediums.

Manage and oversee the maintenance and replenishment of division supplies, materials and/or other related inventory items.

Use, carry, and answer their cell phone for business purposes as determined by the assigned job duties and the department head.

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.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in landscape architecture, horticulture, park administration, natural resources management, construction management, or park and leisure studies, and five (5) years of progressively responsible management responsibilities related to land management and associated projects; or any combination of equivalent experience and education. Experience with pesticide application and integrated pest management, landscape design, installation and maintenance of outdoor areas including trails, and natural areas preferred.

**LICENSING AND CERTIFICATIONS:**

Valid Driver's License

State of Tennessee commercial pesticide applicator license within six (6) months of hire.

Landscape architect license Natural resources management certification

Parks and recreation professional certification.

#### KNOWLEDGE AND SKILLS:

Knowledge of natural resource and land management; knowledge of turf, landscaping and forestry techniques and maintenance; Knowledge of native plants and invasive plant species; applicable tools and equipment of the trade; managerial principles; leadership development, career development, administration, management, volunteer management and principles, and supervision principles and practices; work scheduling principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; occupational hazards and related safety precautions; basic construction practices; City geography; industry standards and specifications; record keeping principles, customer service, and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing, scheduling and assigning work; reviewing, classifying, categorizing and analyzing data; performing mathematical calculations; using applicable tools and equipment of the trade; reading blueprints, schematic drawings and/or construction drawings; developing and administering budgets; inventorying and purchasing materials, equipment, supplies; interpreting and applying policies, procedures, codes, laws, and regulations; analyzing situations, identifying alternative solutions, projecting consequences of actions and implementing recommendations; handling multiple tasks simultaneously.

Investigating and resolving potentially hazardous situations; training staff on work methods and procedures; using various computer software programs such as email, spreadsheet and word processing to complete work; preparing and maintaining a variety of reports and records; 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 climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

#### WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

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.