

CITY OF CHATTANOOGA

Classification Specification Title: Natural Resources Project Coordinator

Department: Parks & Outdoors

Pay Grade: GS.10

Supervision Received From: Manager Natural Resources

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 7/01/22

Revision Dates: 4/2/25;

2/7/25; 11/26/24; 5/29/24;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for coordinating operations in support of natural resources stewardship and management for the Department of Parks and Outdoors and Department of Public Works. Duties include scheduling projects, coordinating equipment and manpower, processing documentation, and overseeing work activities involving parks and water quality grounds maintenance and/or other City projects; reviewing city project plans as they relate to natural resource and green infrastructure management; assisting with inter-departmental collaboration through the Land Management Working Group; assisting in the development and implementation of programs, plans and policies. Work requires limited supervision and the use of independent judgment and discretion, under the general direction of the Natural Resources Manager in collaboration with the Public Works Water Quality Division.

SERIES LEVEL:

The Natural Resources Project Coordinator is the first level of a two-level series.

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.)

Coordinates projects related to natural resource management, such as invasive plant removal, trail corridors, and grasslands. Determines necessary equipment, plants, and materials to implement projects; ensures availability of adequate equipment/materials to complete projects; determines optimum methods of project completion; schedules projects; inspects job sites prior to commencement of work; ensures proper traffic control at job sites; monitors status of work in progress and troubleshoots problems; monitors work quality and inspects completed work.

Coordinates daily work activities; organizes/prioritizes projects and makes work assignments; consults with staff; assists with complex/problem situations and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work

environment and use of safety equipment to ensure the safety of employees and other individuals; ensures compliance with established quality standards; initiates any actions necessary to correct deviations or violations.

Performs administrative work associated with natural resource project implementation; maintains operation files and historical data on operations; prepares periodic progress reports; completes required forms and paperwork; provides budgetary input; assists in developing long-term plans/goals.

Assists with training of employees in maintenance and construction activities to maintain proper care and functionality of green infrastructure and natural resource assets in city Parks and other City-owned properties. Identifies invasive species and develops plans to control or eliminate unwanted plant species. Teaches methods of sustainable landscaping methods to staff, volunteers and the general public at outreach events.

Assist in writing specifications for projects, contracted services, equipment and materials. Assigns projects to outside contractors as appropriate; monitors, coordinates and evaluates work performed by outside contractors.

May participate in a pre-submittal meeting for City projects to inform designers of the needs of maintenance crews.

Participates in inter-departmental meetings with the Land Management Working Group and collaborates with other departments to develop maintenance plans for their grounds and natural resources that are in line with the mission, vision, and goals of the LMWG.

Reviews City project development plans to ensure plans are in compliance with applicable landscape and urban tree ordinances; conducts related construction site inspections to monitor compliance of all landscape components including/especially Stormwater Control Structures (SCMs) OR works jointly with the LDO landscape inspector, as needed.

Assists in the selection, care, and maintenance of City trees, perennials and other plants in local parks and in other public areas.

Operates a variety of equipment and tools associated with work activities, which may include a utility truck, hand saw, drill, spray pump, shovel, hand tools, or mechanic tools.

Drafts inspection and maintenance plans for Natural Resources projects and the Land Management Working Group.

Monitors inventory of department equipment, materials, tools, and supplies; researches sources, prices, and quality of various equipment, materials, supplies, and services; initiates requests/orders for new or replacement items; writes specifications for the purchase of supplies or equipment.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, email, and other programs.

Communicates with supervisor, employees, other departments, city/state officials, business leaders, engineers, consultants, contractors, vendors, service providers, the public, outside agencies, and other individuals as needed to coordinate work activities, review the status of work, exchange information or resolve problems.

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.

Exercises independent judgment and discretion in developing project priorities, solving problems, and recommending approaches to enhance natural resource management.

Reviews and analyzes complex project plans and proposals, providing professional-level recommendations to senior leadership to align with strategic goals.

Develops and implements innovative strategies and methods to meet natural resource management objectives, requiring advanced technical knowledge and expertise.

Uses, carries and answers cell phone calls 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.

Performs other related duties as required

DEPARTMENT SPECIFIC DUTIES (if any): This is an interdepartmental position within Public Works and Parks and Outdoors.

Assists the Project Liaison with implementation of a 4-year, \$6 million Urban and Community Forest grant award, to include tree planting/care, riparian buffer improvement, invasive plant management, citizen science and outreach, and project partner support as directed by the Natural Resources Manager, Project Liaison, City Forester, or Tree Canopy Coordinator.

Assists with grant reporting, planning and management, as directed by Natural Resources Manager and Project Liaison.

Develops and coordinates the citizen science program, including objectives, curriculum, recruiting, and evaluation.

Works with Parks Outreach Coordinator to plan and lead volunteer projects related to the grant objectives and deliverables.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in natural resource management, environmental science, park administration, or related field and three (3) years of related experience with project coordination related to natural resource and park management; or any combination of equivalent experience and education. Experience with plan review, landscape design, installation and maintenance of green infrastructure and natural areas preferred.

LICENSING AND CERTIFICATIONS:

Valid Class D Driver's License

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

TN Pesticides Applicators License preferred.

State of Tennessee Erosion Prevention Sediment Control Certificate Level 1 preferred.

ISO Arborist Certification is preferred.

GI Certification (of some type) preferred.

Preferred Membership in American Horticulture Society, American Society for Horticultural Science, American Nursery and Landscape Association, Professional Grounds Management Society, Professional Landcare Network or other relevant professional organization.

KNOWLEDGE & SKILLS:

Knowledge of natural resource and land management; landscape maintenance principles and practices; native plant and invasive plant species; applicable tools and equipment of the trade; work scheduling principles; 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 and budgeting principles.

Skill in managing projects; monitoring and evaluating the work of subordinate staff and contractors; prioritizing and scheduling work; 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; analyzing and making appropriate recommendations on natural resource and green infrastructure problems; plant identification and invasive removal techniques; contractor management; inventorying and purchasing materials, equipment, supplies; handling multiple tasks simultaneously; training staff on work methods and procedures; 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 standing, walking, fingering, grasping, feeling, 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: N

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.