

CITY OF CHATTANOOGA

Classification Specification Title: Natural Resources Supervisor

Department: Parks and Outdoors

Pay Grade: GS.11

Supervision Received From: Natural Resources Manager

FLSA Status: Exempt

Supervisory Responsibility For: Env. Spec. Field Team Lead

Established: 3/26/21

Revision Dates: 4/2/25;

11/19/24; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

The Natural Resource Supervisor directs field operations for natural resources stewardship and management on city-operated lands including Chattanooga Parks and Greenways, city-campus areas, and green infrastructure sites. This position will work with the Natural Resources Project Coordinator, Natural Resources Manager, and other staff to implement and monitor natural resource projects and directly supervise field staff.

Work requires limited supervision and the use of independent judgment and discretion, under the general direction of the Natural Resources Manager.

SERIES LEVEL:

The Natural Resources Supervisor 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.)

Coordinates and supervises daily work activities associated with natural resource management, such as pollinator gardens, green infrastructure, invasive plant management, and trail maintenance; organizes/prioritizes projects and makes work assignments; consults with assigned staff; assists with complex/problem situations and provides technical expertise; assists in performing associated work which may include ground preparation, seeding, planting, irrigation, weed control, or other tasks as necessary.

Supervises, directs and evaluates assigned staff, directing work, disciplining, and completing performance appraisal; participates in the hiring process; conducts or coordinates training activities; manages payroll submissions.

Develops long-term goals and projects; drafts plans, blueprints and specifications for proposed improvements; reviews project design and coordinates with planner on capital projects

Reviews and processes incoming work orders; writes work orders and coordinates work projects with other City departments when needed; in cooperation with Project Coordinator, determines necessary equipment and materials to conduct 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.

Implements skills training on work-site and facilitates intentional discussions via formal or informal lessons to contribute to staff's personal growth and group dynamics.

Trains staff about sustainable horticulture, native plants, invasive exotic plants, and green infrastructure.

Inspects and manages City-owned gardens and vegetated Stormwater Control Measures (SCMs) including green infrastructure personally or by overseeing other staff or volunteers or contractors.

Coordinates with other Natural Resource staff or responds personally to damage incidents reported by field teams.

Assigns projects to outside contractors as appropriate; monitors, coordinates and evaluates work performed by outside contractors.

Collaborates with the Natural Resources team on implementation of natural resource management and maintenance plans that are in line with the Department's and City's natural resource strategic plans.

Collaborates with the Land Management Working Group and Stormwater Management staff on development and implementation of unified strategies, practices, and standard operating procedures around sustainable land management practices to support Resolution 30532 and for compliance with the NPDES Permit.

Assists with plans review and design for new City SCMs and other landscapes for informing on maintenance requirements/needs.

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.

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 variety of equipment and tools associated with work activities, which may include a utility truck, hand saw, drill, spray pump, herbicide application equipment, shovel, hand tools, mechanical tools, or various electric or gas powered equipment including chain saws, weed eaters, trimmers, and blower.

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.

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.

Represents the City in relation to natural resource management, stormwater or watershed health, or relevant horticultural disciplines.

Fosters safe and friendly spaces at parks and other public sites by answering questions, offering assistance to visitors, and working to address safety hazards.

Promotes City SCM assets and sustainable land management practices.

Uses, carries and answers 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.

Performs other related duties as required.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in horticulture, forestry, botany, natural resource management or other related field and four (4) years of experience and/or training that includes supervision of natural resources and/or green infrastructure projects; or any combination of equivalent experience and education.

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.

ISO Arborist Certification is preferred.

GI Certification (of some type) preferred.

KNOWLEDGE AND SKILLS:

Knowledge of natural resource and land management; supervisory principles; work scheduling principles; landscape maintenance principles and practices; green infrastructure and stormwater management; native plant and invasive plant species; 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 and budgeting principles; safe work practices.

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 plant removal techniques; contractor management; inventorying and purchasing materials, equipment, supplies; handling multiple tasks simultaneously; training staff on work methods and procedures; facility with teaching, developing training programs, and public speaking; preparing and maintaining a variety of reports and records; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. 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: 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.