

City of South San Francisco  
Human Resources Department

**Natural Resource Specialist**  
Class Description

**Definition**

Under general supervision of the Parks Maintenance Supervisor or Parks Program Manager, the Natural Resource Specialist develops, implements, coordinates, promotes, monitors and evaluates natural resource conservation programs; serves as subject matter expert and resource in topics related to natural resource management including: horticulture, ecology, biology, environmental science and related topics; research, analyze and interpret information and data; designs and conducts studies; develops, conducts, monitors and evaluates comprehensive outreach and public education activities; and provides lead-level supervision to maintenance aides and volunteer staff involved in natural resource management and restoration.

**Distinguishing Characteristics**

This position is distinguished from the Parks Maintenance Supervisor in that the latter has full supervisory responsibilities for one or more parks maintenance programs. The Natural Resource Specialist works independently under general supervision, although some assignments may require a higher level of direction and supervision. Incumbents provide lead-level supervision to maintenance aides and volunteers, and may provide leadership and direction on a project basis to professional and technical staff or contractors.

**Typical and Important Duties:**

Duties may include, but are not limited to, the following:

1. Develops, implements, coordinates, promotes, monitors and evaluate one or more natural resource and conservation programs.
2. Oversee the restoration and maintenance of the area's natural habitats, identify and support populations of endangered species.
3. Serve as subject matter expert for natural resource management as it relates to assigned program areas.
4. Ensure compliance with federal, state, local and other pertinent environmental mandates, laws, codes, rules, regulations and agreements within assigned program areas.
5. Researches, analyzes and interprets information and data.
6. Designs and conducts a wide variety of related studies and surveys.
7. Develop systems and procedures to support program/project activities.
8. Prepare written materials such as narrative reports, technical charts and publications.
9. Develop, conduct, monitor and evaluate comprehensive outreach, public education, training and media activities.
10. Assists in submitting applications, reporting and monitoring for grants and contracts.
11. Participate in the development and implementation of policies and procedures for new and existing programs.
12. Performs resource management tasks such as invasive plant removal/eradication, herbicide

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application (as qualified and directed) and replanting, uses basic hand and power tools and GIS mapping technology.

13. Recruits, trains and supervises maintenance aides and volunteers involved in vegetation management work, ensures all work is performed in a safe manner in accordance with the City's safety practices and procedures.
14. Provide leadership and direction on a project basis to professional or technical staff, contractors, and volunteers.
15. Perform related duties as assigned.

### **Job Related Qualifications:**

#### Knowledge of:

- Principles and practices of program planning, implementation and evaluation.
- Principles, practices and trends in the areas of resource management, invasive removal/eradication, and replanting.
- Technical information in the assigned specialty areas such as horticulture, botany, ecology, native habitat restoration, and forestry.
- Pertinent federal, state and local laws, codes and regulations.
- Principles of supervision and training.
- Principles and practices of grant management, monitoring, and reporting.
- Methods and techniques of data collection and analysis.

#### Ability to:

- Plan, implement and evaluate assigned programs, projects and activities.
- Direct and supervise the work of assigned staff and volunteers.
- Serve as subject matter expert in assigned areas.
- Work with a wide variety of people of all ages including those from government, business, private and non-profit agencies, community groups and the public.
- Track and monitor compliance with pertinent mandates, laws, codes, rules, regulations, grant requirements and agreements.
- Develop and conduct outreach, public education, staff and volunteer recruitment, training and media activities.
- Research and analyze information and data to formulate findings and recommendations.
- Prepare comprehensive reports, letters and other written materials.
- Provide cost estimates and other program information to assist in planning, developing and monitoring program budget.
- Establish and maintain effective working relationships with those contacted in the course of work, including City staff, volunteers, members of the public and outside agencies and businesses.
- Independently carry out assignments; organize own work, set priorities, meet critical deadlines, and follow-up on assignments with minimal direction.
- Perform outdoor field work related to surveys, studies, project monitoring and vegetation management.

Skill in:

- Using a standard computer and computer applications related to the work, including word processing, database applications, presentations, graphics, spreadsheets, Geographic Information Systems (GIS) and web-based applications.
- Driving a variety of motor vehicles safely.

**Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Bachelor of Science degree in natural resource management, botany, horticulture, ecology, wildlife biology or a related field.

Experience:

One year of relevant experience in natural resource management and/or conservation programs.

**Licenses and Certificates:**

- Possession of a valid California Driver's license and a satisfactory driving record.
- Possession of a Qualified Pesticide Applicators Certification (QAC) or similar is desirable.

**Special Requirements**

Essential duties require the following physical skills and work environment:

Physical Skills:

Ability to use standard office equipment, vision to read printed materials and computer screens, hearing and speech to communicate in person and over the phone, sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist and climb; lift and carry up to 25 pounds, walk for prolonged periods of time and walk on sloped and/or uneven ground, maintain a seated or standing position for prolonged periods of time; use common hand and power tools.

Work Environment:

Ability to work in a standard office setting and outdoor field settings including natural environments with rough, brushy terrain; exposure to inclement weather, cold, heat, noise, dust, dirt, vibration, and traffic hazards. Some duties may involve exposure to chemicals (such as herbicides), mechanical hazards, electrical hazards, or explosive hazards.

Ability to:

Travel to different sites and locations, maintain a safe driving records, work protracted and irregular hours including evenings and weekends, as assigned.

**Additional Information:**

- Approved: September, 2024
- Revised Date:
- Former Titles:

- Abolished:
- Bargaining Unit: AFSCME
- DOT: No
- Status: Classified/Non-Exempt
- Job Code: A285