



# MARIN MUNICIPAL WATER DISTRICT

## NATURAL RESOURCES PROGRAM MANAGER

### **DEFINITION**

Under direction of the Watershed Resources Manager, the Natural Resources Program Manager plans, implements and supervises professional and technical work in the area of environmental planning and vegetation and fishery management. These tasks include monitoring, environmental compliance, habitat enhancement, and environmental stewardship within an assigned focus area of either the Watershed Natural Resources Program or Watershed Fisheries Program. The incumbent supervises professional and technical staff within the assigned section; manages budgets and performs other administrative tasks; provides effective leadership and maintains a work setting that fosters positive employee engagement, high productivity and effective communication; coordinates assigned activities and functions with other District departments, with outside agencies, organizations, and the public, including public presentations; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This mid-management position will provide subject matter expertise and serve as a program manager with responsibility for directing and coordinating other District staff and consultants in activities involved with natural resource management, environmental planning, regulatory compliance, monitoring and assessment, restoration design and implementation, and public information. The incumbent performs a wide variety of field and office work as part of leading and supporting the District's programs and projects necessary to successfully implement the District's water supply operations and meet environmental stewardship objectives.

The incumbent reports to the Watershed Resources Manager and is responsible for a broad range of work throughout the watersheds within the District's sphere of influence, in Marin County. The incumbent provides overall coordination and administration of activities in the assigned area of responsibility and, is expected to provide operational direction to watershed staff, and to use sound independent judgment in the oversight of day-to-day issues and activities.

### **EXAMPLES OF DUTIES**

- Conducts environmental review for projects and programs in coordination with the District's Division and Department Managers pursuant to local, state and federal laws, policies and regulations, acquires regulatory permits and clearances, provides environmental consultation and services;
- Ensures that safe working conditions are maintained, promotes safe practices and safety programs;
- Manages or oversees natural resource inventory and monitoring programs, including: developing study plans; collecting, analyzing, and maintaining data; compiling GIS databases; library of research; and reporting on subject matter related to watershed resources;

- Provides technical expertise and supervisory support for construction, maintenance and monitoring needs for habitat and stream restoration, road and trails, fuel reduction zones, re-vegetation, and invasive species management projects;
- Directs and participates in the development, negotiation, and administration of contract services, monitors the work of contractors and consultants, reviews and approves payments, and implements appropriate contractual changes;
- Provides professional level staff support to a variety of boards, commissions, and committees; prepares and presents reports and other necessary correspondence;
- Attends meetings, makes oral and written presentations, represents the District at public meetings and functions, and maintains liaison with other governmental agencies, consultants, and the public; acts as representative for the District with various federal, state, and local agencies and professional and community organizations;
- Prepares, administers and monitors program and project budgets for assigned work unit; assist with watershed management planning, budget development and Capital Improvement Projects;
- Provides direction to the technical staff working in assigned area; selects, trains, and evaluates the work of department staff; provides and/or coordinates staff training; works with employees to correct performance deficiencies and implements discipline and corrective actions;
- Develops and writes grant proposals and administers grant-funded projects for watershed programs;
- Supports other watershed planning, maintenances, stewardship, and recreational programs as needed.

In addition to the duties listed above, incumbents assigned to this job classification may perform the additional duties listed below, respective to their assigned area of focus. The District may also assign incumbents to multiple areas listed below, based on business need:

#### Watershed Natural Resources Program

- Coordinates the implementation and environmental compliance of the District's Biodiversity, Fires, and Fuels Integrated Plan (BFFIP); conducts annual monitoring of vegetation management activities and develops annual reports;
- Maintains or oversees the maintenance of daily, seasonal and annual records and maps, such as those detailing fires and fire suppression activities, special status species, vegetation types, and wildlife habitats;
- Provides overall direction for the District's volunteer program for natural resources, environmental education, community-based projects, and facility management;
- Manages annual vegetation management budget, work plans, reports and compliance and mitigation reports per BFFIP EIR; coordinates and tracks vegetation management activities in SAP, ArcGIS, Cal Flora, and other database systems;
- Conducts environmental reviews and project-level compliance in support of roads and trails management, vegetation management, and water resource and watershed operations;
- Oversees natural resources and biological inventories; analyzes the effects of

vegetation manipulation, climate change, forest pathogens, and fire suppression on plant species composition and vegetation structure and function;

- Participates in wildfire working groups and stakeholder outreach and coordination relating to watershed and natural resources;
- Manages watershed research permits and reviews research methodologies; coordinates Special Use Permits and recommends environmental compliance conditions; and conducts annual inspections and defensible space coordination with watershed lessees.

#### Watershed Fisheries Program

- Manages all aspects of the District's Lagunitas Stewardship Plan and all fisheries and aquatic resource management in watersheds within the District's sphere of influence;
- Analyzes, implements, and monitors the District's watershed management operations in relation to fisheries and aquatic resources, wildlife, hydrology, geomorphic conditions, and other environmental factors;
- Makes recommendations on the mitigation of fish and wildlife impacts from water supply and watershed management operations;
- Leads planning of fisheries habitat and stream restoration projects; manages the implementation of habitat restoration projects, including permitting and compliance, and long-term monitoring plans;
- Manages fisheries monitoring programs, field activities, safety, and equipment; conducts aquatic resource surveys and analyzes species census data to determine population status and trends; identifies, analyzes, and catalogs field specimens;
- Researches, collects, compiles, and interprets data, prepares reports and correspondence and assembles information for use in monitoring programs, restoration planning, and regulatory reporting and hearings, on a variety of complex technical problems relating to watershed resource management issues;
- Coordinates biological monitoring responses to water infrastructure discharges into waterways, analyzes location of discharge, directs field staff regarding fisheries and aquatic resource monitoring requirements, and as needed responds to discharges within sensitive creeks to document impacts to aquatic resources;
- Conducts and assists in the collection of lake, river, and other waterway measurement data necessary for managing sport fishing in District reservoirs; provides information to the public on sport fishing;
- Prepares and administers grant applications relating to implementing projects within watershed in the District's sphere of influence; conducts environmental assessments to inform project planning, develops resource agency permit applications, and communicates project details with agency partners;
- Supports District water resource operations and watershed management activities through collaboration with other departments and working groups on a variety of District projects and programs;
- Participates in external technical working groups and represents the District's water resource and stewardship interest;
- Coordinates the Lagunitas Technical Advisory Committee (TAC); assists with the administration of TAC meetings;
- Assists with volunteer program activities relating to fisheries and other watershed programs.

## **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Principles, practices, and methods of botany, forestry, fisheries management, wildlife management, natural resources management, ecology, hydrology, ichthyology, limnology, environmental science, and environmental planning;
- Principles, practices and methods related to natural resources conservation, erosion control for wildland roads and trails, terrestrial and aquatic habitat protection, vegetation management and wildfire fuel reduction;
- Civil engineering principles, practices and terminology as related to design of stream, habitat and watershed restoration and enhancement construction projects;
- Construction drawings, maps, specifications, permits, and monitoring requirements relevant to watershed resource programs;
- Public outreach and stakeholder engagement proceedings;
- Federal, state and local legislation, regulations, rules and ordinances pertaining to environmental laws, special status species, waters of the U.S., water rights, codes established for fire prevention and suppression, wildland recreation, vehicle operation, public property violations, fish and wildlife violations, CEQA, the Endangered Species Act, the Clean Water Act, Historic Preservation Act, etc.;
- Principles and practices of employee management and supervision, including selection, training, evaluation, coaching, and performance management;
- Personal computer user applications, particularly as related to compiling spreadsheets, report writing, scheduling, GPS data, and Geographic Information System (GIS);
- Principles and practices of contract administration, purchasing and procurement, and budget administration;
- Safe construction practices and procedures including safety precautions for operating power equipment.

Ability to:

- Organize, direct, and manage work priorities and coordinate personnel, contracts, materials, and equipment to complete projects and implement programs;
- Analyze work problems, reports, project documents, technical data and materials, and reach sound conclusions and recommendations;
- Prepare and present complex analytical studies and reports; effectively present and communicate orally and in writing, presenting conclusions and recommendations to management, the Board, and other groups;
- Analyze budget and technical reports and correspondence; interpret, evaluate and implement pertinent laws, codes, ordinances, rules and regulations;
- Supervise and train personnel, observe performance and evaluate staff; apply interest-based problem-solving methods; apply and explain applicable personnel and administrative policies and procedures;
- Establish and maintain effective working relationships with those contacted in the course of work;

- Prepare and manage budgets, requisition needs, work plans, and inventory controls; maintain accurate records, write clear and effective reports, and prepare related statistical documents;
- Ability to drive and operate a 4WD vehicle in off-road conditions;
- Travel to off-site work locations depending upon job assignment;
- Work weekends and/or evenings to respond to District emergencies and other needs, make presentations or attend meetings, and travel to alternative work locations for these and other purposes.
- Operate computer applications using word processing, project management, and spreadsheet software.

**Training and Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of a Bachelor's degree or preferably a Master's degree from an accredited college or university with major course work in biology, wildlife management, forestry, environmental studies/science, ecology, hydrology, fisheries biology, natural resource management, or a related field.

and

Experience: Four years of increasingly responsible experience in the planning, analysis, formulation, or implementation of natural resources, fisheries or watershed management programs, at least two of which have been lead direction or supervision of a natural resources, fisheries, watershed or environmental staff.

**OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law." (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100- 3109);
- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record;
- First Aid and CPR certificates to be obtained within the first six months of employment;
- Willingness to wear prescribed uniform;
- Willingness to work alternate work schedules and overtime as necessitated by changes in operating conditions.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards, often while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands; uses fine manipulation of both hands and fingers; may require use of the arms above the shoulder; and the ability to climb, balance, stoop, kneel, or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet, climbing ladders or stairs. The employee is required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials weighing up to 25 pounds and occasionally other packages or equipment weighing up to 50 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is quiet to moderately noisy. The employee is exposed to outdoor temperature, humidity, wetness, and dust. The position may require the ability to work overtime and weekends as needed.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

**Established: December, 1994**  
**Revised: September 2008, July 2019, July 2020**  
**Approved by: Human Resources Manager**