



# MARIN MUNICIPAL WATER DISTRICT

## Watershed Maintenance Supervisor

### **DEFINITION**

Under general direction, plans, supervises and coordinates the work of crews engaged in watershed resource management and maintenance activities; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single supervisory position with responsibility for identifying, prioritizing, coordinating and participating in resource management, maintenance and construction projects on watershed lands. The incumbent will: supervise and train staff, inmate crews, probation department crews and volunteers assigned to various projects; coordinates contractors' work on the watershed; prepare and monitor work unit budget; and perform a wide variety of resource management and maintenance tasks.

### **EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to the following:

- Identifies and prioritizes resource management, maintenance and construction needs on watershed lands;
- Schedules and assigns personnel, contractors and equipment for vegetation management, prescribed fire management, habitat restoration projects, road, trail and facility maintenance and construction projects;
- Procures supplies and materials for projects;
- Provides on-site supervision and assists staff and contractor crews engaged in construction, maintenance, restoration and fire management projects on watershed lands;
- Prepares project descriptions, obtains bids, and supervises work of outside contractors;
- Investigates and analyzes hazardous and environmentally damaging road and trail conditions, and initiates appropriate repairs;
- Coordinates with watershed natural resources staff to ensure watershed maintenance projects are compliant with environmental permits and regulations;
- Coordinates watershed maintenance response to storm, wildfire and other watershed emergencies;
- Provides resource oversight on leased watershed properties;
- Collaborates with district work groups on capital projects and maintenance tasks;
- Prepares Smoke Management Plans and Incident Action Plans for prescribed fire projects;
- Ensures employee compliance with applicable safety rules and regulations;
- Plans, assigns, and supervises volunteer events;
- Enters into and references data from the watershed geographic information system (GIS) and SAP work order maintenance system;
- Prepares, tracks, and monitors annual operational and capital watershed maintenance budgets;
- Trains subordinates and evaluates their performance;
- Selects and supervises seasonal and temporary employees;

- Supervises and participates in prescribed fire, fire prevention, suppression, and control activities;
- Administers first-aid and CPR as necessary;
- Investigates employee accidents; and
- Prepares and maintains reports and records.

## QUALIFICATIONS

### Knowledge of:

- Rules, regulations and policies governing District watershed lands;
- Principles, practices and techniques of watershed and wildland resource management including fire management, vegetation management, habitat restoration, and rare species protection;
- Principles, practices, techniques and equipment used in road, trail and facility maintenance and construction;
- Principles and practices of proper erosion and sediment control techniques associated with trail and road repair and construction;
- Principles, practices, techniques and equipment used in fire prevention and control;
- Principles and practices of supervision and training; and
- Safety practices, techniques and guidelines associated with fire management, construction and maintenance in a watershed environment.

### Ability to:

- Identify, prioritize, plan, and supervise resource management, maintenance and construction projects;
- Supervise, schedule, and assign personnel and equipment to road, trail, and facility maintenance and construction projects;
- Apply principles and practices of ecology, land conservation, resource protection, and erosion control;
- Supervise crews in the preparation of fire lines, fuel treatment, and construction of hose lays;
- Act as incident commander on prescribed burns;
- Supervise and participate in wildland fire suppression, control, and prevention activities;
- Analyze situations accurately and adopt effective course of action;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Operate a variety of power equipment, tools, and vehicles;
- Prepare project budgets and monitor expenditures;
- Prepare and maintain reports and records using appropriate computer software and equipment; and
- Drive and operate a four-wheel drive vehicle on uneven terrain.

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:

- Graduation from college with a bachelor's degree in biology, forestry, wildlife management, watershed management, environmental studies, or related field; and,
- Four years of demonstrated experience in resource management and maintenance of a watershed or wildland management area; and two years that include experience supervising and

training wildland resource management or maintenance personnel. Additional relevant experience may substitute for the required education on a year for year basis.

### **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.”
- Willingness to wear prescribed uniform;
- Alternate work schedules and overtime as necessitated by changes in operating conditions;
- May be required to live in District-owned housing.

### **LICENSES AND/OR CERTIFICATIONS**

- Possession of a Class B California driver’s license issued by the State Department of Motor Vehicles and satisfactory driving record;
- Possession of a First Aid or its equivalent and CPR certificate;
- Completion of a wild land fire academy contingent upon available training through California Department of Forestry Fire Academy.

### **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 which is often performed 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, and may require use of the arms above the shoulder, climb or 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 occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, printed materials and other packages or equipment weighing up to 25 pounds. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 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.

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

Employees who drive on District business to carry out job-related duties must possess a California driver’s license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

*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: March 1994  
Revised: December 2019  
Approved by: Human Resources Manager