



# Marin Municipal Water District

## **WATERSHED RESOURCES MANAGER**

### **DEFINITION**

This position has the overall responsibility for protection, preservation, interpretation and enforcement of District codes, policies, federal, state and county regulations for the watershed and the supervision of watershed staff.

Under administrative direction, provides direction and overall management of watershed assets, services and programs including fire protection/fuels reduction, vegetation and forest management, natural resources, fisheries, volunteer programs, visitor services and amenities, and maintenance of non-water system facilities, roads and trails. The Water Resources Manager also coordinates programs and activities with other department teams and stakeholders.

This position requires considerable judgment and initiative in planning, developing and directing District's watershed resources, staff, and programs through the use of fiscal planning; land use, recreation and public use planning; environmental and wildlife protection planning; coordination with public and private agencies; management of contractors, leases or vendors; utilization of advanced asset management concepts for maintaining properties and facilities; and labor management.

### **DISTINGUISHING CHARACTERISTICS**

The Watershed Resources Manager is responsible for direction and supervision of several work units, directly or through subordinate supervisors, in a variety of developmental, operations and maintenance work for District watershed lands. Responsibilities include the management of watershed natural resources, the development of long-range plans for land use and the formulation and implementation of operations, provision for environmental and wildlife protection, maintenance activities, and public use policy and procedures. The incumbent in this position performs complex and highly responsible staff work involving considerable contact with external agencies, non-governmental organizations and public sector groups and individuals. The incumbent coordinates related media responses with the District's communications department. The incumbent is also tasked with managing emergency events as a member of MMWD's emergency management team working with other jurisdictions as part of unified incident command efforts.

### **EXAMPLES OF DUTIES**

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

- Directs, plans, organizes, assigns, supervises the work of watershed staff engaged in watershed land use management and resource protection, law enforcement and fire suppression, fisheries and riparian management, environmental review and compliance and facilities maintenance activities.
- Develops and implements watershed management plans, policies, District land use regulations, and communicates and ensures consistent compliance by the staff and the public.
- Selects, supervises, and evaluates the work of personnel; plans and coordinates staff training and development programs; and directs personnel and disciplinary actions.
- Prepares the budget and long range capital plans for watershed programs and facilities.
- Reviews District's capital projects on watershed land such as maintenance or repair of roads, trails, and other facilities; coordinates these activities with other District departments and staff.
- Ensures compliance with federal, state, and county environmental regulations, ordinances, codes and laws, securing appropriate permits for watershed projects and other environmental mitigation work performed on the watershed properties.
- Implements and monitors the administration of land-use, commercial contracts, leases and agreements and the generation of revenues; and evaluates service performed and the costs for services, equipment and supplies obtained through outside contractors/vendors.
- Ensures the maintenance of database records and maps, events and activities such as fires and fire suppression, natural resource inventory and monitoring data including special status plants and animals, roads, trails, and other facilities. Maintains a library of research and reports on subject matter related to watershed resources
- Manages in cooperation with Marin County Fire Department, Sheriff's Office and other agencies for fire protection, medical aide, search and rescue, and law enforcement for incidents or accidents on the watershed;
- Provides command functions jointly with other agencies on incidents that occur on or near the watershed such as wildfires, search and rescue, chemical spills and other incidents.
- Coordinates watershed resource activities with various local governmental jurisdictions and other units within the Division; coordinates interagency participation and involvement in resource management efforts on adjacent land.
- Provides leadership in promoting public stewardship of district lands through community education and outreach, volunteerism, interpretative programs and public information.
- Prepares staff reports and makes presentations to the District Watershed Committee, Board of Directors and District Operations Committee; prepares necessary correspondence, reports and records and/or supervises the preparation of departmental documentation or staff reports.
- Represents the District at public meeting and other agency meetings and at environmental resource management meetings.
- Establishes and ensures compliance with safety policies, CAL/OSHA rules and regulations and security programs for watershed land and facilities;
- Oversees the watershed protection services.

## **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Principles, procedures, techniques and applications of natural resources management, environmental protection, control and maintenance, ecology, and land use practices;
- Principles and practices of personnel administration, training and supervision;

- Federal, state, county and District rules, regulations and policies governing watershed management, outdoor recreation and land use programs
- Methods and procedures of search and rescue operations;
- Incident Command Systems (ICS), and National Incident Management Systems (NIMS);
- Principles and practices of fire prevention and control;
- Computers systems and their applications;
- District safety policies and CAL/OSHA rules and regulations;
- Fundamentals of asset management, computerized maintenance management systems, and enterprise resource planning software.

Ability to:

- Interpret and apply Federal, State and local rules and regulations;
- Plan, organize and direct the work of a group of first line supervisors and/or managers engaged in natural resource management, watershed protection, and maintenance;
- Plan and develop watershed procedures, natural resource management procedures and goals;
- Apply principles and practices of ecology, land use and conservation;
- Prepare clear, concise and effective oral and written presentations for boards and committees, public meetings, various public agencies and community groups;
- Write and prepare technical reports, publications and graphs;
- Facilitate and coordinate public meetings with representatives on a District-sanctioned committee;
- Engage in regular and on-going, multi-level communications with District management and staff;
- Analyze situations accurately and adopt an effective course of action;
- Use judgment in making decisions in compliance with federal, state, county laws and regulations, and District rules, ordinances and policies
- Establish and maintain effective working relationships with those contacted in the course of work;
- Utilize computer applications related to performing the job duties;
- Ability to travel to off work site locations and or to attend meetings.

Training and Experience:

- Completion of four year degree or equivalent in natural resources management, environmental science, environmental engineering, forestry, recreation, park or land management with an emphasis on the natural, ecological and botanical environments of northern California. Possession of a master's degree is desirable.
- Five years of experience with increasing responsibility for the management, protection and/or operations of watershed or park facilities, a natural resource or recreation area, with at least two years that include full supervision and evaluation of the work of others.

**OTHER REQUIREMENTS**

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record;
- Possession of an First Aid and CPR certificate issued by the American Red Cross\*;
- Willingness to work after hours, weekends, holidays as the operation requires;
- Willingness to wear prescribed uniform;

\*Final approval and issuance of certificate may be obtained during the first six months.

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.”

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

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, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds *occasionally* lifts weight 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. Employees who drive on District business to carry out job-related duties must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment may be moderate to loud noise. The employee is exposed to outdoor temperature, humidity, wetness and dust and may work with specialized protective equipment. 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:** August 2008

**Revised:** February 2019

**Approved by:** Human Resources Manager