



## Natural Resources Technician

### **DEFINITION**

Under direct supervision, participates in the District's watershed management programs in the areas of Watershed Maintenance, Vegetation Management, and Volunteer Programs.

### **DISTINGUISHING CHARACTERISTICS**

This classification was established for limited term position; individuals hired into these positions are hired under a limited employment term. Incumbents are expected to work a flexible schedule, which may include weekends and holidays. Job duties are in the areas of technical, scientific and clerical assignments, as well as providing physical labor and conducting maintenance. **Natural Resources Technicians** are assigned to Watershed Maintenance, Vegetation Management and/or Volunteer Programs.

### **EXAMPLES OF DUTIES**

*Tasks within area of assignment may include, but are not limited to, the duties listed below. Each employee assigned to this classification may perform duties in any or all assigned areas.*

### **WATERSHED MAINTENANCE**

- Assists regular staff with the maintenance and restoration of watershed lands;
- coordinates vegetation contractors and compliance consultants;
- constructs fuel breaks;
- maintains watershed facilities, including roads and trails;
- removes exotic plant species and plants native vegetation;
- constructs fish habitat improvements;
- installs erosion control structures;
- works on a crew preparing for and conducting prescribed burns;
- maps watershed features including facilities and natural resources using a global positioning system;
- enters data into watershed geographic information system and the work order maintenance program;
- conducts natural resource field surveys including habitat assessments, rare plant surveys, and permanent vegetation plots;
- may oversee work conducted by volunteers;

- supports heavy equipment operation and maintenance used in vegetation management;
- may work with Marin County Adult Offender Work Program participants; and
- performs other duties as assigned.

### **VEGETATION MANAGEMENT**

- Assists regular staff with the maintenance and restoration of watershed lands;
- coordinates vegetation contractors and compliance consultants;
- provides forestry, wildland fire and drought outreach to visitors and stakeholders;
- removes exotic plant species using hand and power tools, and plants native vegetation;
- maps watershed natural resources using a global positioning system or Calflora's Observer Pro system;
- enters data into watershed geographic information system or Calflora Weed Manager system;
- conducts natural resource field surveys including habitat assessments, rare plant surveys, and permanent vegetation plots;
- performs administrative tasks including data entry and report production;
- directs interns and volunteers in execution of scientific protocols and habitat restoration activities; and
- performs other duties as assigned.

### **VOLUNTEER PROGRAMS**

- Assists regular staff with the maintenance and restoration of watershed lands;
- provides forestry, wildland and fire outreach to visitors and stakeholders;
- removes exotic plant species and plants native vegetation;
- organizes and co-leads volunteer habitat restoration, biological monitoring, trail maintenance and community science events, including production and distribution of outreach and educational material;
- conducts field surveys including vegetation, pollinator, and wildlife monitoring;
- manages photos and data flow related to the Marin Wildlife Picture Index Project;
- serves as liaison to partner schools, environmental and community service organizations, interns and crews;
- schedules events, gives classroom presentations, and assists instructors in processing and analyzing student-collected data;
- performs administrative tasks including maintenance of volunteer database, and production of volunteer outreach materials including web postings, mailings and posters; and
- performs other duties as assigned.

**ALL AREAS**

- follows safe work practices and observes safety rules and precautions to ensure a safe work environment;
- drives light trucks to and from various locations throughout the watershed to conduct District business;
- operates construction equipment and a variety of hand and power tools in the maintenance of watershed lands and facilities; and
- educates and assists the public by answering questions regarding the watershed.

**QUALIFICATIONS FOR EMPLOYMENT**

**Knowledge of:**

- Basic methods and procedures used in natural resource maintenance and restoration;
- basic use of hand and power tools related to the work;
- common native plants;
- basic safety procedures related to the work;
- customer service policies and techniques for dealing with the public; and
- basic computer applications related to the work (MS Word and Excel, ArcGIS);
- principles, practices and methods of fishery and wildlife management; and
- techniques for conducting scientific study and biological investigations of fish and wildlife resources is desirable.

**Ability to:**

- Perform routine landscape, parks and open space operations and maintenance work;
- direct and coordinate contractors, consultants and volunteers conducting vegetation maintenance activities;
- use and maintain hand and power tools used in park facility, resource and grounds maintenance;
- make field observations and accurately record and maintain scientific data;
- learn watershed landmarks, facilities and trail system and MMWD Land Use Regulations;
- navigate in natural areas;
- utilize safety procedures and equipment, recognizing and reporting potential safety hazards;
- follow oral and written directions;
- communicate clearly to supervisor and co-workers observations, questions and safety issues;
- conduct detail-oriented work such as checking entered data for accuracy or searching extensive areas for small amounts of specific invasive plants;
- act appropriately in emergency situations;

- establish and maintain effective working relationships with those contacted in the course of the work;
- perform heavy physical labor safely under difficult environmental conditions;
- work varying shifts including weekends and holidays;
- learn, interpret and apply pertinent subject matter, procedures, precedents, and policies;
- use good judgment in choosing among available alternatives, recognizing scope of authority, seeking assistance, and making referrals;
- use a personal computer with related software applications;
- organize own work, set priorities and meet deadlines;
- communicate and deal effectively with the public, in person and over the telephone;
- drive a vehicle safely on unimproved road surfaces; and
- swim depending upon job assignment.

**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:

Successful completion of an Associates or Bachelor's degree in an environmental studies or related field.

**The following education, experience and abilities are desirable:**

- Some direct experience or college level education in landscape maintenance, park operations, environmental resources, biology, natural resource management or similar field;
- experience dealing with the public;
- experience with plant identification and invasive plant management;
- experience assessing invasive plant populations and using electronic applications to map;
- experience working safely in rugged terrain in varied weather conditions;
- proficiency using Microsoft Word and Excel, ArcGIS, Calflora and AVENZA;
- ability to operate a personal computer and mobile data collection device;
- care and maintenance of power and hand tools

**OTHER REQUIREMENTS**

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles;
- satisfactory driving record;
- willingness to work on weekends, holidays and varying shifts, as the operation requires;

- 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);
- completion of a wildland fire academy or its equivalent for natural resource management assignments in Watershed Maintenance during the course of employment;
- wear appropriate attire or uniform as provided; and
- acquire safety/fire boots that meet District specifications.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Most assignments require mobility to work in both landscaped and open space settings, including dexterity to use a variety of office equipment, maintenance tools and equipment, and scientific collecting equipment. Strength and stamina are required to perform heavy physical labor and to lift materials weighing up to 50 pounds and heavier weights with proper equipment. The employee may use grounds keeping and landscaping tools such as, rakes, shovel spades, brooms, pruning shears, pole loppers, chainsaws, brush cutters and wheel barrows; perform heavy manual labor for extended periods such as digging, trenching and pruning. The employee walks on uneven or un-level ground surfaces such as hills, slopes, streams, ditches or trenches, and works at heights up to ten to twelve feet climbing ladders or stairs. Depending upon assignment, the employee works in or in close proximity to lakes and creeks and must be able to swim. The position requires hearing and speech to communicate in person and over the telephone; and vision to read printed materials and a computer screen. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust, and may work with chemicals, pesticides and insecticides using normal and specialized protective equipment. The employee must be willing to work independently, off-hours and weekend schedules and outdoors in any weather condition,

*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.*

**Established:** June, 2022

**Revised:**

**Approved by:** Human Resources Manager