CLASS SPECIFICATION
Watershed Revegetation Program Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, lays out, supervises and reviews the work of revegetation botanic specialists and other assigned staff; develops, coordinates and implements various technical and specialized components of the watershed revegetation program; performs research and analyses and provides recommendations in a wide range of specialized areas, such as natural resource management techniques, native plant seed collection and storage and large scale contracted growing; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An incumbent in this class is responsible for planning, organizing and supervising the operations and activities of assigned components of the Environmental Services Watershed Revegetation program, that initiates and installs biologically complex environmental restoration projects in City watershed areas. Responsibilities are diverse in scope and require an advanced level of technical knowledge and skill related to areas of responsibility.

Watershed Revegetation Program Supervisor is distinguished from Watershed Revegetation Program Manager in that an incumbent in the latter class has full management and administrative responsibilities for the Watershed Revegetation Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Supervises and participates in technical and biological functions for programs; develops, recommends and implements BES Herbicide policy; develops, refines and coordinates natural resource management prescriptions, soil stabilization and applied bio-filtration methods; conducts appropriate studies and reviews other studies for use by program; researches, recommends and implements natural resource management techniques, native plant seed collection and storage methods for use in large scale growing opportunities and application.

5. Monitors to ensure live plant materials are handled and stored safely and appropriately in facilities; designs or assists in design of components of facilities for live plant material safekeeping.

6. Participates in operational and administrative functions of program; develops and reviews contract specifications for contracted materials and services; evaluates and monitors contract compliance; develops and maintains inventory records of materials.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced horticultural, botanical science and forest management principles, practices, terminology and methods related to watershed revegetation.

2. Plant community habitat restoration, conservation and maintenance methods and practices.

3. Plant taxonomy and native plant species found in the Northwest; theoretical and applied ecology and native ecosystems.

4. Statistics and experimental design standards and protocols.

5. Practices and methods used in handling live plant materials.

6. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.

7. Basic contract administration practices and procedures.

8. Principles and practices of sound business communications.

9. Principles and practices of effective supervision.

10. City human resources policies and labor contract provisions.

Ability to:

1. Plan, lay out, supervise and review the work of staff engaged in performing activities of a watershed revegetation program to meet City and bureau business and operating objectives, as well as state and federal regulations.

2. Supervise and participate in biological elements of program, including site monitoring and analysis, interpretation and integration of myriad resource conditions and analyses and identification of trends to predict biotic community development.

3. Define issues, analyze and interpret large amounts of data, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.

4. Organize work, set priorities and exercise sound independent judgment within areas of responsibility.

5. Communicate effectively both orally and in writing.

6. Understand and interpret applicable laws, codes and ordinances.

7. Prepare clear, concise and comprehensive reports and written materials.

8. Present proposals and recommendations clearly, logically and persuasively.

9. Operate a computer and standard business software.

10. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.

11. Establish and maintain effective working relationships with managers, staff, representatives of governmental, professional and community organizations, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in horticulture, forestry, agriculture or a closely related field; and at least three years of progressively responsible experience participating in development and implementation of habitat restoration and conservation programs, preferably involving plant species found in the Pacific Northwest; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02
Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

4125 BOTANIC SUPERVISOR. Adopted: 07-01-92; Revised: 05-01-95, 09-25-95, 11-24-99

June 2009 - Change Job Class number from 7616 to 30000666, due to system change.