



Ecologist I

DEFINITION

Under general supervision, the Ecologist I supports the watershed programs through specific focus areas (disciplines) such as vegetation management, volunteer program coordination, and/or environmental compliance. With a focus on program coordination and scientific skills, the position supports the watershed program. Carries out projects and programs in the areas of vegetation management, wildlife monitoring, volunteer and environmental education, and/or environmental compliance; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification, work under supervision, performing the less complex natural resource management duties, involving biological field data collection and analysis, environmental stewardship and/or volunteer coordination, and assist with coordination of natural resources management programs.

The Ecologist I is distinguished from the Ecologist II, which is the advanced journey level classification in that the latter leads planning, program development, project implementation and administration of multiple projects and data. Incumbents in the Ecologist I classification are further distinguished by assignment to the vegetation, environmental compliance, or volunteer program of the Watershed Department. The incumbents are responsible for a broad range of work involved in management of natural and scenic resources of watershed lands.

Positions in the Ecologist class series are flexibly staffed; positions at the Ecologist II level are normally filled by advancement from the Ecologist I level; progression to the Ecologist II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Ecologist II level.

EXAMPLES OF DUTIES

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

- Responsible for preparation and review of a wide variety of required technical studies and reports to meet the District's needs;
- Conducts applied research studies related to wildlife programs, vegetation management, roads and trails, environmental compliance, natural resources, and environmental education and volunteer programs;
- Provides training for field crews conducting vegetation management, conducting

- biological monitoring, and/or facilitating volunteer and education events;
- Participates in a planning and advisory capacity for District and community based projects consistent with programmatic goals and participates in technical working groups relating to other watershed programs as needed;
- Establishes and maintains partnerships with community groups and businesses aimed to increase public participation in the on-going stewardship of the Mt. Tamalpais, Nicasio, and Soulajule Watersheds;
- Assists with data collection for watershed Geographic Information System (GIS) and coordination with the California Natural Diversity Database (CNDDDB);
- Ensures that safe working conditions are maintained; and
- Performs related duties and responsibilities as required.

In addition to the duties listed above, incumbents assigned to this 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:

Vegetation Ecologist

- Provides technical guidance and biological monitoring support for construction, maintenance of road and trails, fuel reduction zones, re-vegetation, habitat restoration, stream restoration and invasive species management projects;
- Develops and recommends mitigation measures to be followed that will eliminate or minimize the environmental effects of projects; monitors construction projects to ensure the implementation of mitigation measures and legal compliance; resolves problems that may occur during construction; monitors ongoing operations and maintenance of such projects to minimize impacts to the environment;
- Identifies key natural resources and designs inventory and monitoring programs for these resources;
- Performs botanical and wetland surveys for pipelines, tanks, and other District facility construction projects and recommends mitigation measures to protect natural resources;
- Evaluates the effects of vegetation manipulation, climate change, forest pathogens, and fire suppression on plant species composition and vegetation structure and function;
- Coordinates, trains and directs field crews in the establishment of vegetation management monitoring plots;
- Assists with the development of natural resource management plans, habitat restoration plans, and environmental documentation; and
- Assists with the development of annual vegetation management work plans, field work, reports and mitigation monitoring programs.

Volunteer Coordinator

- Plans, implements and administers programs and activities to carry out the functions of the Watershed volunteer programs to support the goals and objectives of the Watershed natural resource management programs and other District programs and services as needed;
- Assigns, directs, leads and evaluates the work of volunteers, seasonal help, and interns and applies effective training principles and practices;
- Coordinates development and implementation of environmental education activities, in collaboration with staff from Natural Resource Management, Facilities and Maintenance, Protection/Enforcement, and Water Conservation, and promotes restoration, conservation and sustainable environmental practices;

- Participates in planning District and community based projects consistent with programmatic goals;
- Assists District staff in the design and establishment of volunteer positions that support District goals and objectives;
- Selects, trains, evaluates and assesses prospective volunteers and intern placements to determine proper placement within the District to support effective delivery of services; if applicable, ensures that terms of volunteer or intern contracts are fulfilled; resolves problems involving volunteer placement; and
- Develops and produces the volunteer newsletter and other communications materials for the Watershed volunteer program; coordinates watershed content for the District's website, plans and implements volunteer recognition activities; produces annual volunteer reports, and delivers oral presentations before the District Board, committees and community based organization and the public.

Environmental Compliance

- Assists with watershed environmental, planning and land management activities;
- Conducts wildlife surveys, coordinates consultants carrying out technical studies, and contributes to monitoring plans and reports;
- Organizes watershed GIS data, oversees data collection and field equipment;
- Collects field data collection for project specific mitigation monitoring and reporting programs;
- Catalogues wildlife monitoring data, develops wildlife protection measures for projects, and reviews biological studies to inform watershed operations;
- Prepares resource agency permit applications and conducts project specific resource assessments to inform regulatory review;
- Develops project-specific permit applications, and grant proposals; conducts post project monitoring to inform grant reports, resource agency permits, and watershed operations;
- Documents project-level environmental compliance in accordance with adopted plans and CEQA documents; assist with land use and research permit reviews, and reviews PG&E access requests, agreements, and environmental practices;
- Inspects project construction and implementation activities to insure contractors and staff implement project-specific mitigation measures and coordinates environmental compliance reviews as needed for watershed projects;
- Coordinates, trains and directs field crews in biological monitoring and recommends project-specific environmental protection measures; and
- Conducts pre-project biological assessments to inform planning documents.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles, practices, and methods of fishery and wildlife management, botany, arboriculture, forestry ecology, environmental science, planning, natural resource stewardship and/or volunteer coordination; techniques and methods in making biological investigations of watershed natural resources; materials, equipment and techniques used in biological monitoring;
- Federal, state and local legislation, regulations, rules and ordinances pertaining to environmental laws, codes established for fire prevention and suppression, wildland recreation, vehicle operation, public property violations, fish and wildlife violations, such as CEQA, the Endangered Species Act, the Clean Air Act, etc;
- Principles and practices of contract administration, purchasing and procurement and

budget administration;

- Resource conservation principles and practices for terrestrial and aquatic habitat protection and enhancement, and integrated pest management;
- Practices and techniques used for recruiting, training, and retaining community volunteers and stakeholder engagement;
- Principles of supervision, including selection, training, evaluation, coaching and performance management for volunteer and seasonal support staff;
- Personal computer user applications, particularly as related to compiling spreadsheets, report writing, scheduling, and GIS, SAP and other database systems;
- Environmental restoration practices and methods; mitigation design and monitoring; stream restoration construction best management practices;
- Principles, practices and methods related to erosion control especially to best management practices for streams and wildland roads and trails;
- Safe construction practices and procedures including safety precautions for operating power equipment; and
- Construction drawings, maps, specifications, permits, and monitoring requirements relevant to watershed resource programs.

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; prepares detailed work plans and staff assignments to guide the work of such reports and analyses;
- Coordinate field personnel, provide technical biological monitoring training; oversee construction best management practices; apply interest-based problem solving methods;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Monitor work orders, project costs, and inventory controls; maintain accurate records, write clear and effective reports, and prepare related statistical documents;
- Assist with budget analysis, work planning, and reporting to the Board of Directors;
- Prepare clear and effective work-related written material such as reports, correspondence, newsletters, information flyers, training procedures manuals.
- Identify sensitive biological resources, inventory and document populations of flora and fauna; develop monitoring methods and assign work to field staff;
- Support District teams and/or consultant staff in the preparation of complex environmental documents such as Environmental Impact Reports and Statements, Biological Assessments and/or environmental curriculum;
- Speak clearly and effectively in order to communicate work related information to individuals and community groups; make effective oral presentations to the public, before boards, commissions and other groups;
- Deal effectively and tactfully with co-workers, clients, customers, and representatives of other agencies, departments and programs and establish and maintain effective working relationships;
- 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 make presentations or attend meetings, and to travel to alternative work locations for these and other purposes; and
- Operate computer applications utilizing 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 from an accredited college or university with major course work in biology, natural resources management, environmental science/studies, forestry, wildlife management, environmental planning, hydrology, environmental education, ecology or a related field; and
- Experience: Two years of increasingly responsible experience in botany, forestry, environmental compliance, biological monitoring, wildlife management, volunteer coordination and community engagement, and/or implementation of natural resources management programs.

INTERNAL PROMOTIONAL CRITERIA:

- For non-competitive internal promotional criteria, please refer to the Flex Criteria Matrix for the applicable classification series.

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 in the position;
- Willingness to wear prescribed uniform;
- Willingness to work alternate work schedules and overtime as necessitated by changes in operating conditions; and
- GIS, GPS knowledge and map making skills are desirable.

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 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 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.

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: January, 2020

Revised: November 2021

Approved by: Human Resources Manager