

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

---

Title: Natural Resource Manager  
Reports to: Parks Division Director  
Position Status: Full-time  
Payroll Status: Salaried

### **JOB SUMMARY**

The Parks Natural Resource Program Manager functions as a project coordinator with responsibility for trouble shooting, administrative support, project management, and community relations related to restoration and management of forested land, natural areas, and open space on District Property. The position functions in a crew leadership capacity. May act as project manager on Parks specific projects such as graphics and sign projects.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

1. Supervise and participate in coordinating projects, planning, and scheduling for the District's Parks Division, and help lead and participate in division team and other meetings.
2. Supervise and/or perform, when required, with maintenance of parks, trails.
3. Serve as a point of contact for District Natural Resource and Forest restoration projects.
4. Supervise and oversee scheduling of crews and personnel, volunteers, contractors, or other providers.
5. Oversee training and orientation of new staff and volunteers regarding park services and District procedures, forms, and programs, and serve as resource on day-to-day activities.
6. Coordinate and monitor park services division projects, functions, facility and equipment operations, safety, and compliance with regulatory standards. Also assist on accident investigations, risk management, and program safety and quality assurance.
7. Assist in preparation and monitoring of division budgets and in research, selection, and purchasing of equipment and supplies.
8. Lead forest planning strategies in conformance to forest compliance (NEPA) and forest restoration projects.
9. Maintain and develop partnerships with other organizations that conserve and steward the environment
10. Coordinate and submit clear and concise proposals for natural area and forest restoration projects which may include grants and partnering with other agencies.
11. Develop and advise on procedures and written materials pertaining to Natural Resources and Forest Management. Work closely with state and federal agencies interdisciplinary teams to compile, synthesize, and develop forest/fire, forest restoration and natural area plans and reports.
12. Attend various continuing education meetings, seminars, and workshops.
13. Understand and be knowledgeable in personnel and operations policies and procedures.
14. Ensure Safety programs are followed by assigned staff.
15. Perform other duties and responsibilities as assigned by supervisor.

## **QUALIFICATIONS**

- Equivalent to five years park services lead or supervisory and project management experience with skills in maintenance planning, community relations, public contacts, operations, community and customer relations, safety, and regulatory, and administrative experience, or equivalent professional experience.
- Requires Bachelor's Degree in Natural Resource Management, Environmental Studies, Environmental Science, Forestry, Biology or related field (or equivalent work experience).
- Requires valid WA State driver's license or equivalent.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to plan, direct, lead, and troubleshoot parks service maintenance and operations, services, and safety of a multi-department organization and its facilities.
- Broad knowledge of physical and life science
- Reforestation and restoration experience
- Ability to use GIS equipment to collect data
- Excellent organizational, and analytical skills
- Ability to effectively lead, communicate, and articulate division directions.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, agency and non-profit partners, and the public. Ability to accept direction for professional/departmental/divisional improvement.
- Knowledge of and the ability to implement trends and practices in parks services administration and community interests.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to interpret and analyze program, regulatory, and management information.
- Ability to effectively supervise diverse work activities of skilled and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to work safely and effectively with diverse skilled and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Highly proficient in office, engineering, and science software platforms (e.g. Excel, GIS, CAD,
- Basic competence in computers and data management software.
- Ability to communicate both verbally and in writing using applicable software.

## **WORK ENVIRONMENT AND PHYSICAL EFFORT**

This is a non-smoking work environment. Work is performed in park service field, shop, and office environments and may require evening and weekend duties. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in remote rugged locations and to hike and perform work on uneven, rocky, wooded, and brushy slopes.
- May have contact with poisonous plants and wildlife and must have the knowledge and ability to understand and mitigate risk while navigating terrain and performing job duties.

- May experience extended periods of sun, rain, cold and hot temperatures.
- Must be able to perform parks services duties that require sustained, strenuous physical exertion that includes activities such as moving and heavy lifting of items up to 50 pounds; also stacking, pushing, pulling, bending, twisting, climbing, and standing for extended periods.
- Ability to work at heights, and in dark conditions and noisy environments.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Work environment may be noisy at times.
- May experience exposure to extended periods of sun, rain, cold temperatures, wind and potentially uneven terrain that may contain trip hazards.

**SIGNATURES**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Signature