Midpeninsula Regional Open Space District

FIELD RESOURCE SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff performing resource management and restoration projects within the Land Stewardship and Trails Department, including vegetation management, forest health, habitat restoration, fuel reduction, prescribed fire, vegetation pile burning and Integrated Pest Management; represents the District in meetings with regulatory agencies, fire agencies, and partner agencies; coordinates assigned activities with other District departments and outside agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Area Manager. Exercises direct supervision over technical and maintenance support staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class that exercises independent judgment on diverse and specialized field resource management and restoration projects with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff, contractors, and consultants, and for organizing and overseeing day-to-day resource management projects. Incumbents provide professional level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, schedules, assigns, reviews, supervises and participates in the work of field resources staff in the Land Stewardship and Trails Department; trains staff in work procedures and safe work practices; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in annual budget preparation; identifies and recommends future resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Monitors activities of the field resource work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Plans, coordinates, and manages complex resource management projects, including wildland fire resiliency, vegetation management, fuel reduction, forest health, habitat restoration, prescribed fire, vegetation pile burning and integrated pest management (IPM).

- Develops and implements annual and multi-year work plans by assessing vegetation, fuels, habitat conditions, regulatory constraints, staffing levels, seasonal limitations, and available funding.
- Directs and oversees the work of contractors and consultants by developing scopes of work, reviewing technical documents, monitoring progress and quality of work, ensuring compliance with specifications, and approving invoices and payments.
- Prescribes and implements vegetation, fuel, pest control, and tree management treatments based on field assessments, surveys, technical reports, and applicable environmental regulations and best management practices.
- Ensures regulatory compliance by interpreting and applying local, state, and federal laws, environmental regulations, safety standards, and District policies; coordinates required permits; and implements mitigation measures to protect sensitive resources.
- Coordinates and conducts botanical, biological, and cultural surveys, and integrates survey results into project planning and field operations.
- Represents the District in meetings with internal departments, regulatory agencies, fire agencies, partner organizations, community groups, and the public to communicate project goals, address concerns, and foster collaborative relationships.
- Responds to public inquiries and complaints, participates in community meetings, and provides clear explanations of projects, priorities, and program objectives while maintaining a high level of customer service.
- Prepares reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Attends and participates in professional group meetings; stays abreast of contemporary trends and innovations in the field of resource management and fuel reduction.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Wildland fire behavior and fuels management, including the effects of vegetation type, topography, weather, and seasonal conditions on fire risk and treatment effectiveness.
- Principles and practices of budget administration and monitoring.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and techniques of natural resource management, including wildland fire resiliency, vegetation management, forest health, habitat restoration, fuel reduction, prescribed fire, and integrated pest management.
- Environmental laws, regulations, and compliance requirements, including applicable federal, state, and local regulations related to land management, environmental protection, worker safety, and permitting.
- Project management principles, including planning, scheduling, prioritization, implementation, monitoring, and evaluation of complex, multi-year projects.
- Contract administration and consultant oversight, including development of scopes of work, evaluation of contractor performance, quality control, and review of invoices and deliverables.
- Vegetation treatment methods and equipment, including mechanical, manual, chemical, and prescribed fire techniques used for fuel reduction, invasive species control, and habitat management.
- Field assessment and survey methods, including botanical, biological, and cultural resource surveys

and interpretation of survey results for project planning.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Administer budgets; monitor revenue and expenses, as required.
- Plan, organize, and manage multiple complex natural resource and wildfire resiliency projects simultaneously, meeting regulatory, operational, and scheduling requirements.
- Analyze field conditions related to vegetation, fuels, habitat, and safety, and develop appropriate treatment prescriptions consistent with regulations and best management practices.
- Coordinate and oversee contractors and consultants, ensuring work quality, compliance with specifications, adherence to schedules, and effective communication.
- Adapt to changing priorities, conditions, and constraints, including seasonal limitations, emergency response needs, staffing availability, and evolving regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Maintain accurate records and files of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college or university with major coursework in park maintenance, resource management, or a related field and five (5) years of increasingly responsible experience in resource project management such as fire resiliency, vegetation management, and/or fuels reduction.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of, or ability to obtain, a valid Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification within six months of employment.
- Possession of, or ability to obtain, a valid First Responder or equivalent certification within six months of employment.
- Possession of, or ability to obtain, the level of certification in the Incident Command System courses as specified under the National Incident Management System (NIMS) within 12 months of employment.
- Possession of, or ability to obtain, a District approved Fire Suppression Training certification within 12 months of employment.
- Possession of, or ability to obtain, an appropriate Qualified Applicator's certificate within 12 months of employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various district sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: July 2021
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