



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 979.7

Job Title: **NATURAL RESOURCES SPECIALIST**

Pay Grade: 18

GENERAL SUMMARY:

Coordinates natural resources management activities and personnel to restore and maintain natural areas.

RESPONSIBILITIES:

- Implements habitat management work including prairie and riparian restoration.
- Performs data collection, research, and analysis related to natural resources, wildlife, and habitat restoration projects.
- Inspects natural areas for encroachment, dumping, and other violations.
- Assist with coordinating and overseeing volunteer planting events and workdays.
- Operates equipment within sensitive natural areas such as prairies and wetlands.
- Participate in training and evaluation of interns and seasonal employees.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Field Biology, Wildlife Biology, Botany, Environmental Science, Ecology, Natural Science, or a related field.

EXPERIENCE:

One year of experience in habitat restoration, land management, ecological research, or a related field is required.

LICENSE:

Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves review of work as a "working supervisor" or lead person.

Indirect Supervision:

Provides work direction to lower-level staff as necessary.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation, e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is infrequent with occasional contacts with lower-level service representatives and/or vendors. Interaction requires moderate tact and cooperation, e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. This is an outside job requiring work in natural areas with a range of habitats. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises, and minor burns.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:

- Natural Resources Technician
- Natural Resources Equipment Technician
- Natural Resources Specialist
- Natural Resources Assistant Superintendent
- Natural Resources Superintendent
- Natural Resources Manager

Effective: February 2024