



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 980.1

Job Title: **NATURAL RESOURCES ASSISTANT SUPERINTENDENT**

Pay Grade: 20

### **GENERAL SUMMARY:**

Coordinates and supervises Natural Resources operations, field staff and contractors.

### **RESPONSIBILITIES:**

- Supervises, coordinates, and trains Natural Resources field staff and interns about native plant identification, invasive species removal methods, and other habitat management topics.
- Assist Natural Resources Superintendent with project management including grant reporting, vendor communication, and setting project goals and timelines.
- Creates and maintains habitat management records; compiles and prepares required reports.
- Implement and/or conduct environmental research studies and data collection.
- Conducts regular site inspections of all habitat restoration sites.
- Organizes and assigns the work of natural resources field staff, monitors work in progress.
- Maintains appropriate levels of work supplies and materials.
- Provides for availability of properly functioning equipment to perform assigned tasks.
- Resolves staff, equipment, and operating problems as necessary.
- Plans, organizes, administers, monitors and reviews work quality and staff productivity.
- Recommends operational improvements to the supervisors and lead workers for implementation.
- Conducts annual ecological monitoring of all natural areas within parks.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

#### **EXPERIENCE:**

Two years of experience in habitat restoration, land management, or ecological research or related field are required, with at least one of the years in a supervisory capacity.

## **SPECIFICATIONS: (continued)**

### **SUBSTITUTION:**

A Master's degree in a field closely related to the work being performed may be substituted for two years of the experience requirement.

### **LICENSE:**

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

### **COMPLEXITY:**

Work is supervisory in nature, requiring analysis and judgement in applying guidelines, policies and procedures to operational issues.

### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision, and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **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 requires stooping, bending and/or lifting of items of up to 50 pounds.

### **WORK ENVIRONMENT:**

There are routine exposures to significant levels of heat, cold, moisture and air pollution. Requires 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*