



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 980.2

Job Title: **NATURAL RESOURCES SUPERINTENDENT**

Pay Grade: 24

GENERAL SUMMARY:

Manages, organizes, administers and evaluates Natural Resources operations.

RESPONSIBILITIES:

- Conducts project management of habitat restoration projects, including identifying project sites, creating project goals and timelines, and overseeing budgets.
- Administers grants in cooperation with funding entities and manages implementation in natural areas.
- Writes applications for and administers conservation-related grants.
- Maintains inventory and catalog with GIS features of all natural features under HPARD's jurisdiction (lakes, ponds, undeveloped park land, wildlife species, etc.).
- Oversees implementation of the City of Houston's Natural Areas Ordinance.
- Creates management plans and habitat assessments for the implementation of the Nature Preserve Ordinance.
- Represents the Natural Resources section at meetings, external organizations, and agencies.
- Assists in the development of long-range plans and ensures their implementation with annual reports.
- Manages Natural Resources and native horticulture staff, ensuring coordination between habitat restoration projects and plant propagation operations.
- Directs the operations of the native plant propagation program at the city greenhouse facility and tree farm.
- Manages, hires, trains, and evaluates performance of personnel.
- Oversees environmental research projects and data collection.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Four years of experience in land management, habitat restoration, ecological research, or a related field are required, with at least two of the years in a supervisory capacity. Knowledge of GIS is required.

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 somewhat complex and varied and may require the simple interpretation of technical and detailed guidelines, policies, and procedures.

IMPACT OF ACTIONS:

Errors in work typically lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work 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, Managers, Assistant Directors and occasionally with the Director. Interaction requires substantial sensitivity and cooperation, e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors, and professional contacts with allied organizations. Interaction requires moderate tact and cooperation, e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

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