



## **EXHIBIT 7-A**

### **ENVIRONMENTAL PROGRAMS SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To provide field assistance to environmental management programs and activities; to maintain and enhance District projects along the Carmel River; assist with fisheries related projects; and to perform a variety of field data collection, environmental database management and administrative support of assigned area of responsibility.

#### **DISTINGUISHING CHARACTERISTICS**

This is a journey level class that performs field work, data collection, and data management, support for a variety of environmental management programs. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Successful performance of the work requires the ability to exercise sound independent judgment, coordinate several activities, gather and evaluate data. This position may work a non-standard week (i.e., weekend work may be part of a normal schedule).

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Riparian Projects Coordinator. Also may receive direction from other District staff assigned as lead workers on specific tasks. May provide direction to contract, seasonal and volunteer staff.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

##### **Essential Functions:**

1. Assist and perform field work for river maintenance including erosion protection and planting, irrigation management, and maintenance of new and existing riparian vegetation projects.
2. Clean river channel of vegetation, wood, plastics, metal, tires, furniture and other organics and refuse; identify constricted areas in the active channel; maintain access trails to irrigation and monitoring sites; cut new trails in and around poison oak as necessary.
3. Identify species listed as threatened under the Federal Endangered Species Act; take steps to avoid removal of these species or their habitats; identify and remove weedy and/or non-native vegetation from the riparian corridor; identify and transplant native riparian vegetation.

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4. Assist fisheries personnel with fish rescue, holding, rearing, and population survey activities.
5. Assist and perform collection of environmental data for water quality, topographic surveys, vegetation surveys, moisture stress, plant growth, vegetation distribution, percent cover and other ecological parameters.
6. Enter and manage field data in computer databases and geographic information system; develop reports, maps, graphs, and tables. Collect and organize photo documentation of District projects.
7. Train assigned employees in their areas of work including irrigation and vegetation monitoring methods, procedures and techniques; verify the work for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
8. Work with contractors in well maintenance, the planting of native riparian vegetation, and structural protection to control erosion of river banks.
9. Note and report ordinance violations.
10. Monitor District projects during storms.
11. Operate and maintain a variety of equipment including trucks and trailers, mini-loaders, chain saws, brush chippers, trenchers, winches and cranes, data collection equipment and sensors, and fisheries equipment.
12. Respond to public inquiries; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
13. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
14. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Theory, operations, services and activities of riparian restoration and enhancement program.

Fish rescue and conservation methods, techniques, and procedures.

Riparian system ecology, hydrology, and soils, biological and earth sciences.

Knowledge of irrigation techniques and methods.

Scientific equipment and data collection techniques relating to water quality, soil, vegetation, climate and river processes.

Methods and techniques of field biologic, hydrologic climatologic data collection and database management.

Mathematics and statistics.

Geographical information systems mapping and database management software.

Scientific research principles and report writing techniques.

Operational characteristics of fisheries equipment and tools.

Vehicle operation and maintenance.

Safe and effective use of a variety of hand and power tools.

Modern office equipment including computers and copiers.

Occupational hazards and standard safety practices.

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Principles of supervision and training  
Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Participate in the work of other District staff in the area of work assigned.  
Independently perform the most difficult riparian maintenance duties.  
Operate a variety of hand tools, fisheries equipment and power equipment in a safe and effective manner.  
Assist with a variety of riparian and stream bed restoration efforts.  
Monitor riparian vegetation for growth, stress and disease.  
Design and install a variety of irrigation systems.  
Perform heavy manual labor for extended periods of time.  
Safely operate a vehicle in off-road conditions.  
Identify weed species and native riparian vegetation.  
Identify federally threatened species.  
Operate basic computer applications (spreadsheets, word processing, email).  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Clearly communicate task objectives and demonstrate appropriate techniques to District staff, contractors, interns, and volunteers.

**Experience and Training Guidelines** — *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience**

Two years of increasingly responsible environmental restoration, fisheries conservation (experience with species listed under the Endangered Species Act preferable), and irrigation maintenance experience including some administrative responsibility.

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, fisheries, biology, soil science, forestry, water resources management or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

*The conditions herein 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 job functions.*

**Environmental Conditions:**

Office and field environment; work closely with others; exposure to computer screens, atmospheric conditions, radiant energy, poisonous animals and/or insects, poison oak, and slippery and uneven conditions; work in and around moving water for long periods of time.

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**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking standing and sitting for long periods of time in and around brush and river beds; moderately heavy lifting and carrying; use of both hands; repetitive motion; operating motorized vehicles; speaking and hearing to exchange information.

**Vision:**

See in the normal visual range with or without correction; specific vision abilities required by this job include close and distance vision, color perception and depth perception.

**Hearing:**

Hear in the normal audio range with or without correction.

**Department:** Water Resources and Engineering

**Exempt:** No

**Approved Date:**

**Revised Date:**

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