

The Maryland-National Capital Park and Planning Commission

TITLE: Forest Conservation Inspection Supervisor GRADE: 32 DATE: 2/23/2021
SERIES: Planning CODE: 2264 EEO: Professional FLSA: Exempt

Class Definition:

Under general direction, manages a Countywide Enforcement unit that involves work of significant complexity, responsibility and technical expertise to ensure inspections are conducted to confirm developers are in compliance with approved forest conservation plans, trees save plans, subdivisions and site plans. Performs a full range of supervisory functions. Ensures completeness, soundness, sufficiency and integration of work program. Plans, develops, coordinates and ensures effective products and services within assigned program or domain. Identifies need for revised, enhanced or new procedures, processes or programs; identifies and implements solutions to routine and non-routine problems and makes or recommends business process improvements; ensures coordination with stakeholders within and outside the department; and helps ensure programmatic compliance and added value. Serves as member of the Division's management leadership team and as an internal consultant on forest conservation and inspection management matters by applying expertise in functional domain. Some work is highly confidential or highly sensitive. Makes presentations to Planning Board, Hearing Examiners and others as necessary. Works adeptly as a unit manager, affects the Commission's compliance with requirements and the effectiveness of enforcement and inspection work program. Applies extensive knowledge of, and skill in, the principles and concepts of planning, landscape, landscape architecture, zoning and environmental science, arboriculture, as well as research techniques and statistical analysis, planning regulations and processes to ensure work products and services are effective. Independently performs various types of research and analyses (e.g. data, operational, supervisory) and solves difficult, complex and challenging problems to ensure accuracy, adequacy and effectiveness in assigned function. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise, obtain agreement or compliance, present/defend, convince or persuade or achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities and resources. The incumbent plans and manages work program within this framework and is held accountable for provision of effective products and services including soundness of management advice and achievement of goals. The incumbent is expected to keep the supervisor informed and to seek assistance only for highly complex or very sensitive matters. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and such other factors such as skill and ingenuity in overcoming technical and non-technical problems including intra- and interdepartmental coordination.

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Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision (±50%)

- Manages the assigned work program. Keeps staff informed of Commission policies and procedures; establishes work program goals and objectives; sets work standards; enforces work rules. Plans, schedules, assigns, and reviews the work of the work program. Provides input for, recommends and administers approved work program budgets (controls expenditures); manages staff and other personnel in support of programmatic objectives and operational requirements. Monitors work operations; ensures oversight of the work of consultants and contractors.
- Performs a full range of supervisory human resource (HR) management functions, unit wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates performance objectives and expectations, and evaluates performance.

2. Quality Assurance/Quality Control Related (±40%)

- Oversees inspections and enforcement of the forest conservation law, forest conservation plans, conservation easements, subdivision plans and other plan types. Confirms that inspection reports/findings and data are entered into system.
- Develops inspection and enforcement procedures and makes changes as conditions are warranted. Determines and documents procedures to conduct pre-construction meetings, tree protection device inspections, post construction inspections, pre-planting inspections, post-planting inspections and final inspections.
- Discusses, reviews and coordinates site plan notices of non-compliance, site plan enforcement cases, new site plans and site plan amendments, site plan financial securities and maintenance agreements, and public complaints. Attends pre-construction meetings, when necessary, to ensure development programs, building permit trigger points, building heights, setbacks, and bonding procedures are reviewed and discussed with the applicant. Ensures compliance with certified site plans and Planning Board conditions of approval during the development process. Conducts periodic inspections of bonded elements to verify amenities are constructed and maintained prior to release of financial securities.

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- Reviews, tracks and assigns post-approval documents, such as cost estimates, financial securities and agreements; ensures documents are reviewed by General Counsel for legal sufficiency review. Notifies applicants with the release of documents when financial securities can be reduced or returned. Develops online tools that provide unit costs for elements that occur on certified site plans; changes templates as needed.
- Ensures complaints are investigated and within procedural requirements. Collaborates with General Counsel and inspectors on determining stop work orders, corrective action orders and the resolution of enforcement cases. Confirms corrective action costs and administrative civil penalties in coordination with inspection staff and defended before hearing examiner or the Planning Board. Oversees and prepares site plan enforcement cases and presents with assistance from Commission staff and site plan inspection staff, to a hearing examiner or Planning Board.
- Oversees submitted forest conservation plan amendments in response to a violation with inspector and provides comments. Ensures applicants or their representatives are informed of areas of possible conflicts with environmental laws, regulations, policies and guidelines adopted in master plans, within County code regulations and Planning Board policies. Assists staff in the preparation of staff reports for amendments to subdivision plans in response to forest conservation violations. Ensures draft resolutions are completed for Planning Board. Aids staff in the preparation of presentations to the Planning Board and presentation methods; supports presentation of cases to the Planning Board and responds to questions from the Board members.

3. Other Duties (±10%)

- Serves as a member of the management leadership team. Identifies, recommends, and implements new work methods, and procedures to enhance productivity and effectiveness. Works with other managers within the Division, and works with management teams to resolve problems, enhance teamwork, and develop and implement division wide changes in procedures. Facilitates presentations concerning major projects or proposed changes in procedures and work methods.
- As the enforcement expert, discusses and informs department staff of violations to site plans; informs department staff of changes that need to be made to site plan conditions of approval to enhance the enforcement of certified plans and the practicality of proposed site plan phasing schedules.
- Communicates with staff of other departments and agencies to identify and resolve issues and problems related to enforcement cases. Provides information to the general public concerning enforcement cases; responds to inquiries and complaints.

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- Stays informed of developments in the functional domains of assignments, and of changes in guidelines applying to the areas of work focus. Communicates and interacts effectively with contacts. Establishes and maintains or enhances working relationships, including teamwork, with internal and external contacts. Promotes internal and external collaboration and facilitates inclusion; interacts with citizens, Commission groups, business groups, government agencies, elected or appointed officials, private developers, special interest groups and other stakeholders to identify wants, needs and perspectives, provides advice and answers questions about Planning Board policies, processes and decisions including matters of the highest complexity, visibility or sensitivity. Actively listens to obtain full understanding, and attempts to reconcile or accommodate divergent, strongly held objectives, interests and viewpoints.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, word processing, budgeting, manipulating data, preparing presentations, reporting time and attendance, requisitioning, posting to the intranet and Internet, researching, and performing other functions.

Important Worker Characteristics:

- A. Extensive knowledge of, and skill in (1) the principles and concepts of planning, landscape architecture, construction management, zoning and environmental science; (2) arboriculture; (3) research techniques and statistical analysis; (4) current literature and recent developments in forest conservation; (5) County Forestry Conservation Laws*; (6) County, State and Federal codes, regulations and industry standards*; (6) county geography*; (7) community and economic development*; (8) planning regulations and processes; (9) County Zoning Ordinance*; (10) Commission organization, policies, and procedures.*

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing unit work and supervising employees at the first or second level of supervision, or ability to rapidly acquire this knowledge and skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying subtle aspects of problems and making recommendations and decisions. Examples include applying difficult principles and concepts to resolve problems; researching and analyzing data and information to develop recommendations and conclusions.

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- D. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other desired actions. This includes skills in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results. Examples include communicating a wide variety of complex information in an easily understood manner; negotiating effectively among varying viewpoints; developing and presenting effective presentations.
- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Planning, Forestry, Arboriculture, Environmental Science, or any related field.
2. Six (6) years of progressively responsible experience that includes supervisory or project leadership and coordination experience.
3. An equivalent combination of education and experience may be substituted, which together total ten (10) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Must be able to obtain and maintain Certified Arborist certification from the International Society of Arboriculture within one year of employment; and all other applicable certifications.

Working Conditions:

Majority of time is away from the office and incumbent must be able and willing to conduct inspections in all weather conditions and temperatures, which includes rain, snow or excessive heat. Incumbent will need to be able to walk over uneven surfaces, through areas of natural and woody vegetation, and active construction sites to complete inspection work. They will need to be able to exchange information with internal staff and the public. May be subject to various job demands such as high volume of work and tight deadlines.