

The Maryland-National Capital Park and Planning Commission

TITLE: Natural Resources Specialist III GRADE: 28 DATE: 09/06/2023
SERIES: Natural Science CODE: 2346 EEO: Professional FLSA: Exempt

Class Definition:

Under direction, performs advanced natural resources work developing and managing natural resources programs involving the coordination of projects within a major area of natural resources management (e.g., forestry, wildlife management, or aquatic resources). Plans, conducts and coordinates extensive review studies comprised of research, testing, or natural resources management duties that require many different and unrelated processes, methods, and problem-solving techniques common to the discipline. Identifies and clarifies issues; oversees, performs or coordinates the collection of data; and develops, evaluates and presents recommendations to management. Incumbents perform an extensive analysis on problems that are undefined or in dispute to determine the underlying causes prior to performing research for potential solutions. Incumbents manage projects as well as contribute their expertise as part of other project or work teams. May perform supervision of interns or other subordinate personnel and participates in recruitment and selection of staff. Some work is highly confidential or highly sensitive. Work, as an individual contributor and leader, affects the overall planning and implementation of larger programs and projects to ensure management of the Commission's natural resources. Applies comprehensive knowledge of, and skill in, natural resources management, wildlife management and mitigation, forest management, environmental science, fisheries management, data analysis and research techniques, and biology; and depending on program area knowledge of Mid-Atlantic macroinvertebrate and fish taxonomy, sampling techniques, deer population management, state hunting regulations, firearm safety and natural resources vegetation management techniques. Independently performs various types of research and analyses to solve difficult, complex and challenging problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. Incumbent independently leads, plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or implementing and adjusting, the applicable guides. Incumbent keeps the supervisor informed and seeks assistance only for highly complex or very sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other related factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties (Estimated Percentages):

1. Core Functions ($\pm 80\%$) – assigned functions vary by position.
 - Manages activities applying comprehensive knowledge of natural resources; identifies needs and defines program goals and objectives. Sets standards and monitors projects and activities, ensuring performance and quality. Manages large-scale and specialized activities and serves as the subject matter expert; provides expert technical assistance and

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natural resources consulting to park planning and development projects. Reviews and comments on park development projects; leads project teams during planning, development and construction phases. Advises park managers, project coordinators and construction managers on natural resources issues.

- May supervise staff working on the same activity to include evaluating work and counseling staff on ways to improve performance; plans, directs and coordinates work of staff and volunteers assigned to a project. Reviews and checks work of other team members; oversees recruitment, retention, recognition, and evaluation of volunteers.
- Leads the effort to investigate, mitigate, monitor and report on natural resources issues and impacts on parkland from development. Conducts notifications and responses to natural resources related public complaints, inquiries and special interest groups or stakeholders through phone and email communications and tracks public complaints and inquiries by way of database.
- Works with Park engineers in the preparation of ecological restoration plans including stream restoration, wetland creation, meadow management, vegetation plans, stormwater management. Reviews, compiles, prioritizes and maps the location of potential restoration work within their field of expertise (i.e., forestry, wildlife, stormwater management, stream ecology).
- Reviews plans and conducts field inspections relating to non-park projects that have potential to impact parkland resources including road or other construction projects, Washington Suburban Sanitary Commission work, utility work, reforestation, stream and other restoration work, wetland mitigation, trails and other similar projects.

2. Other (±20%)

- Participates in interagency committees for the purpose of coordinating and developing projects, resolving problems of mutual interest, or exchanging information; may represent the department as designated by supervisor.
- Develops and conducts inventory and monitoring of natural resources, usually in a specified field, including species of concern or interest, assessment of cause of impacts to environment and infrastructure and in contribution to natural resources management plans in parks.
- Collects, analyzes, manages and maintains data for wildlife management and other programs.
- Creates, develops and maintains public education and outreach materials including website content, presentations to staff, communities, organizations and other agencies, media releases, social media content, signage and print, radio and television interviews.

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- Reviews technical literature; meets with vendors, and exchanges information with other government agencies; attends conferences and workshops to identify new technology, programs and methods.
- Performs administrative work relating to program; maintains records, files and inventory pertinent to areas of responsibility. Prepares technical reports and correspondence; performs advanced technical work through GIS-based projects. May initiate purchase requisitions and track expenditures for select projects.
- Provides recommendations and prepares specifications for work to be performed by contractors. Evaluates proposals and recommends selection; monitors work and processes invoices for payment.

Important Worker Characteristics:

- A. Comprehensive knowledge of, and skill in (1) natural resources management; (2) wildlife management and mitigation; (3) forest management; (4) environmental science; (5) fisheries management; (6) data analysis and research techniques; (7) biology; (8) depending on program area: Mid-Atlantic macroinvertebrate and fish taxonomy, sampling techniques, deer population management, state hunting regulations, firearm safety and natural resources vegetation management techniques; (9) species specific management plans and protocols*; (10) parks system*; and (11) Commission organization, policies, and procedures.*

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

- B. Knowledge of, and skill in assigning or reviewing tasks, setting the pace, and otherwise assisting the supervisor by performing group leader work or ability to rapidly acquire knowledge and skill set.
- C. Skill and ability to (1) provide technical expertise and program leadership to community groups and government entities; (2) analyze and interpret scientific research and data; (3) perform environmental investigations and assessments; (4) monitor budgets; (5) and perform Cardiopulmonary Resuscitation (CPR) and First Aid.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying principles to solve complex problems involving many variables.
- E. Considerable skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading and writing technical reports and correspondence; and presenting information to large groups.

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- F. 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.
- G. Skill in operation of (1) a computer and applicable software (such as MS Office); (2) software specific to project area (e.g., ArcGIS, ArcMap, Collector, EAM, ERP); (3) environmental sampling equipment; (4) hand and power tools; (5) passenger and all-terrain vehicles; and (6) cameras.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Natural Resources Management, Environmental Science, Forestry, Ecology, Wildlife Management, Fisheries Management, or any related field.
2. Four (4) years of progressively responsible natural resources or wildlife management experience or related experience.
3. An equivalent combination of education and experience may be substituted, which together total eight (8) 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. Pass Commission medical examination.
6. Depending on area of assignment, the ability to acquire related program certification (e.g., Maryland Deer Cooperator License, Maryland Wildlife Damage Control Operators Permit, Maryland Biological Stream Survey Fish and Macroinvertebrate Certification).

Work Conditions:

Works in office and the field. Exposed to weather and outdoor hazards requiring special safety precautions or protective clothing and equipment. Incumbents in this class must frequently: remain in a stationary position, move from place to place, stoop, reach, push and pull while performing duties to operate vehicles, tools and equipment, communicate and exchange information with internal staff and the public, be able to view objects from a distance, distinguish between colors, and handle live and dead wildlife, equipment, tools and supplies weighing up to 100 pounds. May be subject to close proximity of frequent weapons discharge. Occasionally required to work on nights, weekends, and extended hours and during periods of severe weather.