

## **MAINTENANCE CREW LEADER (NATURAL RESOURCES)**

### **DEFINITION**

Under general supervision of the Deputy Director of Environmental Services, directs the work of crews assigned to the construction, maintenance, repair and monitoring of the City's natural resource areas including the Community Forest, Jacoby Creek Forest and the Arcata Marsh. Responsible for compliance with Federal and State regulations relating to the construction, monitoring, sampling and records maintenance for sludge compost piles.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Assigns and supervises the work of crews performing a wide variety of skilled and semi-skilled tasks in the construction, maintenance and repair of recreational trails, access roads, bridges, structures, and other components of the City's natural resource areas, including but not limited to, the Community Forest, Jacoby Creek Forest, the Arcata Marsh and other open spaces.
- Inventories recreational trails in the City's natural resource areas and maintains related maintenance records.
- Researches, lays out and coordinates a variety of projects related to trail construction, repair and maintenance; recommends project prioritization and prepares cost estimates for trail projects.
- Constructs, repairs and maintains fences, rails, signs, gates, bridges, trail markers, benches, interpretive displays and other components of the City's recreationally oriented natural resources areas.
- Trains and coordinates the work of crews assigned to plant trees. Plans and conducts manual conifer release and pre-commercial thinning and removal of non-native plant species from City lands; participates in prescribed burns.
- Performs land stewardship functions which include: revegetation, habitat enhancement, stormwater infrastructure maintenance and repair, and watershed restoration work in forest, marsh and creek areas; maintains drainage channels, weirs, aerators, ponds and creeks; maintains and repairs roads, erosion control structures and trash racks during storm events.
- Assumes primary responsibility for the preparation of sludge compost; constructs sludge compost piles in compliance with Federal and State regulations; monitors compost piles for temperature control; sample compost piles to test for pollutants, vector and/or pathogens; maintains and repairs the various components of the sludge composting operation including aeration pipe, temperature monitoring liens and related equipment; maintains records pertaining to the City's sludge composting operation; operates an outboard motorboat to collect marsh plants for use in sludge composting.
- Directs the work of crews assigned to natural resource projects, as well as the work of outside groups including CDF, forestry crews and volunteer groups; coordinates with other

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City departments as necessary and serves as liaison to outside work crews and volunteer groups.

- Provides instruction to assigned personnel on proper methods, techniques and requirements to carry out work assignments using proper safety standards.
- Operates light and heavy equipment such as backhoe, dump truck, loader and bobcat and other power driven construction equipment; maintains equipment for the natural resources division.
- Prepares estimates of labor, material and other costs required for the completion of assigned projects for review and approval by Deputy Director; completes work orders, purchase orders and other documents required to implement assigned projects; provides input into the development of the department's annual budget.
- Works with Park Rangers to ensure compliance with the City's rules of use in natural resource areas; provides information to forest and marsh visitors relating to the proper use of these recreational areas; responds to nuisance abatement calls, including refuse dumping.
- Conducts and documents safety meetings for City staff and assigned crew.
- Prepares written reports on work accomplished.
- Participates in timber/forest inventories, stocking surveys, stream surveys and related activities as assigned.
- Performs all other related duties as assigned.

### **REQUIREMENTS**

**Knowledge of:** Methods, materials, tools and equipment used in the construction and maintenance of forest roads, trails, culverts and drainage structures; principles and techniques used in the construction of bridges, steps, railing, benches and other structures utilized in the City's natural resource areas; principles and techniques of forest management including pre-commercial thinning, conifer release, tree planting, brush clearing and prescribed burning; plant and tree species common to this region, principles and techniques of riparian maintenance and repair; principles and methods of sludge composting ; proper operation of light and heavy equipment; ability to lay out and coordinate construction projects including cost and labor estimation; safe work practices, including climbing, lifting and carrying techniques, tools and equipment; purchasing procedures, and methods for maintaining inventory of materials and supplies.

**Skill in:** Coordinating, planning, instructing, scheduling, assigning and monitoring the work of natural resource crews; teaching safety standards, techniques and proper work procedures; communicating clearly and concisely both orally and in writing ,when providing direction to employees, and in reviewing projects with Deputy Director; reading, understanding and interpreting a wide variety of technical and non-technical manuals, specifications and work

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orders; performing basic mathematical computations required to lay out construction projects, estimate costs and prepare written records of work performed; utilizing a wide variety of hand, power and forestry tools including chainsaw, grapple, plate compactors and water pumps; operation of standard construction equipment including dump trucks, front end loader, backhoe, forklift and bobcat; ability to match the appropriate equipment with the task, establishing and maintaining effective and cooperative working relationships with other City staff and departments, outside agencies, commercial vendors and the general public.

### **OTHER REQUIREMENTS**

Must possess a valid Class "B" California Driver's License at the time of hire, or possess a regular California Driver's License and obtain a Class "B" license within the initial 6-month probationary period; must maintain basic first aid and CPR certification; must be able to handle the physical requirements of the position which include: working outside in inclement weather, lifting and moving objects weighing as much as 50-75 pounds, and dragging objects such as boulders and logs weighing up to 100 pounds; must be willing to work nights, weekends, on-call and/or overtime as necessary; Must participate in the Federally mandated drug and alcohol testing program, including both pre-employment and random testing as a condition of employment.

### **DESIREABLE EXPERIENCE AND TRAINING**

Applicants must have experience and training, which would demonstrate possession of the required knowledge and skills outlined above. An example would be equivalent to graduation from high school and a minimum of four years experience and/or equivalent training or education in related construction work. Prior experience and/or training in trail or road maintenance and the operation and maintenance of parks, forests or other public recreational areas, including the training and supervision of employees, is highly desirable.