
Mt. View Sanitary District

Policies and Procedures Manual

POLICY TITLE: District Biologist

POLICY NUMBER: 2380

JUNE 2015

FLSA: EXEMPT

DISTRICT BIOLOGIST

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and participates in the work of the District's wetlands and related environmental programs, including overseeing the operations and resource management of the District's wetland and marsh systems; performs environmental planning work related to the assessment, monitoring, mitigation, and reporting of impacts on District projects, programs, and services; provides complex and responsible support to District Manager on the District's biological and other natural resources; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Manager or Assistant District Manager. May exercise direct and general supervision over part-time or temporary staff.

CLASS CHARACTERISTICS

This single-position class that oversees, directs, and participates in all District wetland and marsh related activities and programs, including the District's education and public outreach efforts. Responsibilities include maintaining records and submitting reports to the various regulatory agencies, administrating habitat enhancements and scientific studies, attending to issues in a timely manner, and using independent judgment and decision-making authority to resolve complex problems. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the District Chemist in that the latter is responsible for the District's Laboratory operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Plans, manages, and monitors environmental programs and activities related to the District's wetland and marsh systems, including monitoring program operations for compliance with Federal, State, and local laws, regulations, and ordinances.

Adopted June 11, 2015

- Participates in the development and implementation of goals, objectives, policies, and priorities for environmental programs; recommends and administers policies and procedures.
- Participates in the development and administration of the assigned program budget; forecasts additional funds needed; directs the monitoring of and approves expenditures; recommends adjustments as necessary.
- Monitors operations and activities of assigned programs; recommends improvements and modifications and prepares various reports on operations and activities.
- Recommends and directs implementation of short and long term natural resource management policies, programs, and goals.
- Acts as the District representative on natural resource management issues with the public, outside agencies, and City and County Departments including negotiating mitigation requirements for protected species habitat with regulatory bodies and serving as Co-chair of the Peyton Slough Wetlands Advisory Committee.
- Identifies and evaluates the current condition of biological resources; assesses the potential for adverse impacts to biological resources resulting from District activities such as capital projects, operations, and maintenance activities; summarizes findings and provides guidance to staff on how to avoid, minimize, and mitigate any impacts to biological resources.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the District Manager.
- Assists in the preparation of requests for qualifications and requests for proposals; reviews proposals to ensure conformity with State law, local ordinances, and departmental policy; monitors and reviews work performed by consultants and contract staff.
- Oversees and conducts habitat and wildlife studies; researches, recommends, and designs habitat enhancements.
- Coordinates and integrates program services and activities with other agencies and District departments.
- Performs a variety of marsh sampling and analysis to ensure compliance with Federal, State, and local laws, regulations, and ordinances.
- Develops, plans, and creates materials for public education and outreach programs; develops and organizes community programs for public participation including clean up events and workshops on environmental topics.
- Provides general information regarding department policies, procedures, and regulations, including responding to complaints and requests for information and service.
- Develops and submits Federal, State, and local environmental compliance reports.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of environmental sciences; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Maintains accurate files, databases, and records; prepares a variety of written reports, memoranda, and correspondence.
- Develop new partnerships with /for the District.
- Develop volunteer opportunities that benefit the District and the local community.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of comprehensive environmental sciences program development, implementation, and management.
- Theories, principles, practices, and concepts of ecology, biology, botany, wetlands science, wildlife and fisheries management, and related natural resources management.
- Monitoring techniques and data evaluation in order to develop and implement mitigation and monitoring plans and programs.
- Advanced principles and practices of field sampling methods, data measuring and management techniques, statistical testing and analysis, and scientific writing.
- Basic principles and practices of budget development, administration, and accountability.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record-keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Oversee administration of various environmental sciences programs.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Work some evenings and weekends throughout the year.
- Work in a team environment as a contributing team member.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in biology, ecology, environmental science, natural resources, or a related field and five (5) years of increasingly responsible experience performing advanced natural resource management and biological

program development and implementation, including two (2) years of administrative and/or lead or supervisory experience.

Licenses and Certifications:

- Must possess and maintain a valid Class C California driver's license. Must continue to meet all of the provisions of the District to be insured with the terms and conditions of the District's insurance program as condition of employment.
- Ability to obtain a scientific collecting permit or other special status permits as needed.

PHYSICAL DEMANDS

Must possess mobility to work in standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to work in the field, inspect District sites, and to conduct biological surveys and assessments, including traversing uneven terrain and wading within the marsh and wetlands, climbing ladders, stairs, and other temporary access points, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves frequent walking in operational areas to identify problems or hazards and conduct field analysis. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate data collection instruments and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, toxic plants, biting insects, and arachnids, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.