Salt Lake City Corporation, Human Resources Department

Job Title: Natural Lands Supervisor
Job Code Number: 001642
Pay Level: 022            FLSA: Non-exempt            EEO Code: 5
Bargaining Unit: 300            Benchmark: Senior Groundskeeper

JOB SUMMARY:
Performs duties associated with maintenance, protection and improvement of natural habitat areas, trails, restoration areas, and recreation facilities on city Open Space lands, and supervises semi-skilled work crews and unskilled volunteers in assisting with these duties.

TYPICAL DUTIES:

1. Land Management: Coordinate and implement natural land management programs, including weed management and recreation management initiatives as directed by the Open Space Lands Program Manager and District Supervisor. Routine maintenance of vegetation and amenities, including use of hand and power tools, operation of equipment such as backhoe, large trucks, utility vehicles and mowers. Ensures equipment is properly maintained and safely operated, and responsible for training of personnel in safe practices. A high volume of field work during relevant seasons can be expected.

2. Staff Supervision: Schedules tasks and assigns duties to unskilled, skilled or semi-skilled work crews. Recommends changes in resource allocations, priorities, or programs. May prepare payroll and approve leave requests. Makes recommendations to management regarding personnel actions, including performance evaluation, rewards, recognition, disciplinary actions, budgetary matters, equipment needs, etc. Trains and evaluates subordinates. Maintains documentation on performance of all employees under his or her supervision.

3. Public Use Management: Manages use applications and permits, and maintains and disseminates program-related educational and informational resources. Maintains and manages open space signage and way-finding. Responsible for coordination and oversight of volunteer stewardship and research activities. Responsible for public outreach including visitor contacts, presentations at public events and meetings, hosting educational and interpretive outings, and natural area programming.

4. Maintenance Supervision: Supervises maintenance crews of both permanent and seasonal employees. Makes work assignments and ensures completion of projects. Trains and motivates employees on crews. Determines appropriate maintenance schedules and in performing preventative maintenance and restoration of open space lands and assets. May be required to take after-hours calls and call out needed personnel to perform the work.

5. Project Oversight: Ability to read and interpret construction drawings and inspect restoration and enhancement projects to ensure Salt Lake City specifications are being followed. Inspects work in progress, which may include several different areas and projects covering multiple locations. Ensures work meets performance quality standards. Solves performance problems in accordance with established guidelines.
6. Resource Management: Submits and schedules work orders, safety and vandalism reports, material requisitions, maintenance on equipment logs and inspection lists. Performs fixed asset monitoring and tracking to ensure all assets are accounted for, tracked, and maintained. Tracks supplies and materials and recommends purchases as necessary.

7. Routine Maintenance: Performs maintenance procedures, uses hand tools, and may operate equipment such as sanitation truck, backhoe, pick-up and large trucks, loader, sweeper, tamper and mower, as necessary. Ensures equipment is properly maintained, safely operated. Responsible for safe operations and training of personnel in safety issues.

8. Coordination: May work with other City agencies, public entities, and citizen groups to plan and implement projects or to resolve problems and concerns. May participate in public meetings. Works closely with Special Events before, during, and after to ensure public safety and protection of City property and assets. May act and take on the responsibility of the Manager in his/her absence and when otherwise assigned. Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

1. Three (3) years serving in a paid professional position in natural resources management, environmental education, or a related field. Education in Ecology, Environmental Studies, Recreation Management, or a related field may be substituted one for the other on a year-for-year basis up to two years of experience.

2. Familiarity with best management practices as they relate to natural land management, habitat and native plant restoration, recreation management, and trail construction and maintenance. Ability to work safely and communicate safe work practices to diverse groups in challenging work environments.

3. Possess, or the ability to obtain within 6 months, State of Utah Department of Agriculture Noncommercial Pesticide Applicators License with Ornamental & Turf endorsement.

4. Possession of a valid driver's license or driving privilege card. Possess, or the ability to obtain within 6 months, Class "B" Commercial Drivers License.

5. Ability to make repairs and perform routine maintenance with little supervision, operate chain saws, hand and power tools for landscape maintenance and trail building in a safe manner, and perform physically demanding work, including backcountry travel on foot carrying equipment.

6. Proven effectiveness in communicating, coordinating and resolving conflicting issues with peers, the general public, and other governmental agencies. Ability to coordinate, schedule, and track work activities and staff, collect data, prepare reports and keep records. Demonstrated ability to work independently with initiative, self-reliance, time management, and dependability.

7. Ability to communicate effectively and relate to involved public and governmental agencies, sometimes under difficult circumstances.

    Proficient in computer applications such as Microsoft Word, Excel, and Outlook along with specific asset and work management systems such as Accela, and time keeping systems such as Kronos.
8. Ability to direct work order monitoring, reporting, load leveling and conduct operational analysis including coordinating a variety of work order requests and projects schedules to meet required time frames.

**DESIRED QUALIFICATIONS:**

1. Specialized knowledge of native and invasive plant species, and prior experience with weed control strategies & techniques including herbicide application.

2. Specialized knowledge of trail layout, construction & maintenance techniques.

3. Prior experience communicating with the public, including volunteers and youth groups.

**WORKING CONDITIONS:**

1. Moderately heavy physical activity requiring carrying, pushing, pulling or lifting medium heavy weights. Some exposure to spraying of pesticides, spreading of fertilizers, heat, cold, noise, dust and fumes. Occasionally perform physically demanding work, including backcountry travel on foot carrying equipment.

2. Intermittent exposure to stress as a result of human behavior.

---

**A TEN YEAR PERSONAL, CRIMINAL AND EMPLOYMENT BACKGROUND CHECK IS REQUIRED FOR THIS POSITION.**

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

**Position Review Information**

Date:  4-23-2012  
Departmental Approval:  Alden Breinholt  
HR Consultant Approval:  Rachel Hernandez  
Compensation Approval:  David Salazar  
Notes:  New position