

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Second Assistant Superintendent of Natural Resources Management Full Time - Salary Grade: IBT - Level III
Division: Park Maintenance and Natural Resources Management Effective Date: 12/20/2019
Prepared by: K. Kovacevic Approved by: R. Vitale

Position Charter:

Under the direct supervision of the Superintendent of Natural Resources Management, the Second Assistant Superintendent of Natural Resources Management supervises and implements a diversity of conservation projects throughout the park system. The incumbent works on programs and projects addressing natural resources management issues such as wildlife management, vegetation management, soil and water conservation, habitat enhancement, stream bank stabilization, riparian buffers, environmental pollution, mitigation of trail impacts to natural resources and other related areas as necessary. The incumbent oversees field operations for the Natural Resources Unit and assists with administrative duties as necessary. The incumbent is responsible for organizing and supervising volunteer programs and work days to assist in the implementation of natural resources management objectives. The incumbent also assists with the development of natural resources management policies, programs, practices and procedures. The incumbent facilitates and engages in a cooperative working relationship with other Park Commission divisional staff as programs and projects require.

Essential Functions:

- Coordinates and oversees all Natural Resources Unit field operations including the direct supervision of seasonal and part-time staff and volunteers. Field operations include, but are not limited to: wildlife management; natural resources inventories and data collection; active management of invasive species using mechanical, manual and chemical control methods; habitat enhancement projects; projects that mitigate trail impacts to natural resources; and projects to improve the integrity of stream banks, shorelines and riparian buffers.
- Responsible for direct supervision of part-time, and seasonal staff. May complete periodic performance evaluations of same.
- Organizes and supervises volunteer programs and work days to carry out Unit objectives.
- Applies herbicides, insecticides, and/or other pesticides, animal repellants, and other agricultural chemicals in the execution of assignments and maintains proper records of such.
- Utilizes mechanical equipment and heavy machinery to accomplish objectives after receiving proper training for the use of said equipment.
- Utilizes Collector for ArcGIS and GNSS receivers to collect data and perform field analyses.
- Assists with GIS data entry and updates to natural resources-related layers within the Park Commission utilizing the ESRI Product Suite (desktop, field, and web-based technology) and Microsoft Excel.

- Assists with the administration of the Park Commission's white-tailed deer management program including coordination of hunters, data management and preparation for orientation sessions and meetings. Serves as the primary contact for hunters. Helps oversee field operations related to white-tailed deer management program.
- Responsible for oversight of field operations and data management for the Park Commission's Canada goose management program including coordination with other Park Commission Divisions, and outside agencies and organizations for data collection and management needs.
- Assists with administration and field operations for insect management programs including but not limited to emerald ash borer, gypsy moth and other species as necessary.
- Assists with administration and field operations for prescribed burning program.
- Assists with the coordination and oversight of natural resources professionals, contractors and consultants in the execution of Park Commission contracts and projects.
- Assists with the coordination and supervision of staff in other Park Commission Divisions to effectively implement natural resources management projects and programs throughout the park system.
- Performs assessments to document impacts of trails on natural resources throughout the park system.
- Responsible for oversight of the hiring process for Unit part-time and seasonal staff including posting of job descriptions, scheduling of interviews and coordination of all new hire paperwork with Human Resources Department.
- Identifies and documents issues, encroachments and/or violations and works with other Divisions as needed to remediate problems.
- Keeps accurate and complete activity logs, including timesheets, maintenance records, monitoring data sheets and other forms as assigned.
- Assists with the preparation of budgets for natural resources projects.
- Responsible for inventory and maintenance of the Unit's field equipment, tools and supplies.
- Researches new methods, equipment and tools to improve efficiency and effectiveness of natural resources projects. Provides purchasing recommendations to Superintendent of Natural Resources Management.
- Works on assignments in the implementation of the Park Commission's natural resources policies and programs as directed.

Other Functions:

- Provides presentations for staff, Park Commissioners, partners and the public.
- Participates in public environmental education programs as needed.
- Participates in trail inventories and planning procedures.
- Assists as needed in programs related to rabies, Lyme disease, tick control and the like.
- Assists with the coordination, development, and on-going review of best management practices and stewardship plans for conservation areas, meadows, forests, and other areas.
- Serves as liaison, as assigned, to related agencies and organizations such as the NJ Division of Fish and Wildlife, the NJ Department of Agriculture, the NJ Forest Fire Service, the NJ Department of Environmental Protection, and others.

- Assists in the preparation of applications for and implementation of grants to support natural resources management programs.
- Ensures compliance with established Park Commission rules, regulations, and policies; P.E.O.S.H.A., and New Jersey Right-to-Know requirements within the natural resources unit and cooperates in efforts to resolve the issues that may arise.
- Completes other appropriate tasks and projects as assigned.

Qualifications:

- Bachelor of Science degree from a college of recognized standing in Wildlife Biology, Natural Resources Management, Forestry or a closely related field is required.
- Three years demonstrated experience in executing natural resources management programs in areas of concern to the Park Commission is desired.
- A strong background and experience in natural resource management, wildlife management, volunteer coordination and environmental restoration techniques including working knowledge of local native species and ecology, management of invasive species and common issues associated with land management.
- Possession of a driver's license valid in the State of New Jersey to travel to various Park Commission facilities and operate Park Commission vehicles and equipment.
- Applicant must possess a NJ Pesticide Applicator license in the categories required for the execution of natural resources management programs or have the ability to obtain said license within the first 6 months of employment.
- Applicant must possess First Aid, CPR and AED certification or have the ability to obtain such certification within the first 6 months of employment. Wilderness First Aid certification is preferred.
- Demonstrated knowledge of ESRI GIS software; principles, standards, and terminology in GIS/GPS; and applications of GIS (e.g., ArcGIS for Desktop 10.5 or higher, ArcGIS Online, Collector for ArcGIS), and GPS (GNSS receiver or integrated unit technology).
- Thorough working knowledge of MS Office software programs including Word, Excel, Access and PowerPoint.
- Strong interpersonal skills and ability to communicate effectively with staff, the public, partners, consultants and contractors both verbally and in written form.
- Good organizational and time management skills. Ability to complete assignments and projects by established deadlines with minimal supervision; and to manage both field assignments and office/administrative duties.
- Ability to lead and supervise field personnel and/or volunteers on natural resources projects in all weather conditions.
- Ability to conduct physically demanding work including lifting and carrying supplies, equipment and material up to 60 lbs.
- Ability to hike numerous miles continuously to accomplish the essential functions of the position with or without accommodation.
- Ability to comprehend established office routines, rules, and regulations of complexity; to organize assigned work and develop effective work methods.
- Ability to adapt to changing circumstances and organizational priorities.

- Ability to work a flexible 40 hour work week as required including weekends and evenings as per collective bargaining agreement.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Incumbent may delegate to subordinate part of the responsibility, but may not delegate nor relinquish accountability for results.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.