

NATURAL RESOURCES TECHNICIAN

DEPARTMENT : **LEISURE SERVICES**
SALARY :
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Professional position under the general direction of the City Forester, responsible for assisting with a variety of activities related to management of Waterloo's Katoski Greenbelt, Pollinator Zones and City-owned trees.

EXAMPLES OF ESSENTIAL FUNCTIONS

(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Coordinates site preparation, establishment, and ongoing maintenance for pollinator zones in various City-owned properties and parks.
2. Assists in management of Katoski Greenbelt natural areas.
3. Coordinates projects with Hawkeye Natural Resources Program students and volunteer groups in conservation-related activities on City-owned properties.
4. Responds to public tree inquiries and complaints.
5. Maintains accurate inventory of public trees on provided software.
6. Inspects contracted work in various natural resource related projects.
7. Assists office manager with administrative duties.
8. Works independently and with others with limited supervision.
9. Performs all work duties and activities in accordance with City, Leisure Services, and OSHA policies, procedures, and safety rules.
10. Performs all other duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Thorough knowledge of native prairie grasses and forbs.
2. Ability to identify trees, grasses and forbs.
3. Ability to identify insects and diseases common in prairie grasses, forbs and trees.
4. Thorough knowledge of the principles and practices of urban forestry.

5. Must have exceptional computer skills - will be utilizing tree inventory software and creating Word and Excel documents.
6. Ability to read and understand bid and contract documents.
7. Ability to keep accurate and thorough records.
8. Ability to prioritize work, produce a quality work product within strict time lines and handle multiple tasks.
9. Ability to respond to questions, communicate effectively and maintain working relationships with other City employees, supervisors, Commission members, elected officials, the media and the public tactfully and in a clear, concise and easily understandable manner.
10. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. High school graduate/equivalent with a minimum of 5 years of verifiable experience in a natural resources field

OR

Formal post high school education in natural resources, horticulture, forestry or other park-related area

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

2. Working knowledge of Word and Excel.
3. Iowa driver's license and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: Loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City

issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five year period; four or more citations for moving violations within the previous three year period excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation:

1. Speech and hearing that permits the employee to communicate effectively with other employees, elected officials, the media and the public in person or by telephone.
2. Personal mobility that permits the employee to operate a passenger vehicle safely, visit work sites, inspect City trees, physically move to and from various Leisure Services facilities and attend meetings.
3. Vision and manual dexterity that permits the employee to operate a personal computer, handle files, evaluate trees and perform other administrative responsibilities.

MISCELLANEOUS

1. Following a conditional offer of employment, the City of Waterloo will conduct a background investigation including, driving, employment, education and criminal history checks on any applicant being offered the position.
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
3. Must submit to and pass Civil Service examination procedures including a panel interview.

WORK SCHEDULE

Generally 7:00 a.m. to 3:30 p.m. Monday through Friday with a half hour unpaid lunch. Occasional evening or weekend work. Limited overtime.

EXAMINATION INFORMATION

Qualified applicants who apply by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability.

ORAL EXAMINATION DATE

Qualified applicants who apply by the deadline date will be notified of the time, place and date of the examination.

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.

**NATURAL RESOURCES TECHNICIAN DESCRIPTION 21
March 2021**