

WATERSHED RESOURCES SPECIALIST - 7862
TASK LIST

1. Performs environmental analyses including research, surveys and investigations to ensure the natural resources (e.g. fish, wildlife, and vegetation) of the Owens Valley and Mono basin watersheds are maintained and protected and to avoid any regulatory conflicts that may threaten the City's water supply.
2. Conducts studies (e.g. samples vegetation in specific locations and compares data to a known baseline condition) and performs statistical analyses to determine the vegetation utilization of City-owned lands in the Eastern Sierras to ensure the Department of Water and Power Range Management Guidelines are adhered to.
3. Conducts technical studies utilizing remote sensing, Geographic Information Systems, plot scale monitoring, and plot scaling to determine health of vegetation monitoring plots, identify vegetation changes related to the management of water resources and to identify areas suitable for watershed improvements.
4. Delineates soil and vegetation condition/classifications utilizing remote sensing, Geographic Information Systems, plot scale monitoring, and plot scaling to enhance or maintain habitats within City-owned lands in the Eastern Sierras.
5. Identifies areas suitable for ground water pumping by utilizing hydrologic data and models (e.g. MODFLOW) in order to contribute to the City's water supply and to avoid undesirable environmental impacts
6. Analyzes grazing systems (e.g. high intensity, short duration and dormant season) by utilizing methods such as productivity analysis to determine the effectiveness of watershed management practices.
7. Assists management in formulating long-range grazing and watershed management goals (e.g. altering ramping rates of the Owens River or altering the timing of livestock use) and makes recommendations to ensure consistency with water quality needs.
8. Coordinates with federal and state officials on various matters to ensure watershed management practices and procedures are consistent between agencies.
9. Analyzes and makes recommendations to management regarding the determination and application of the principles, methods, and procedures necessary for the preservation and management of wildlife and other natural resources on City-owned lands.
10. Formulates habitat management plans by utilizing Geographic Information Systems and similar tools to ensure the health of the City's Eastern Sierra watershed, including threatened or endangered species.

11. Conducts stream surveys to determine the condition of stream and fish habitats and works with City, State, and Federal agencies as well as Non-Government Organizations (e.g. Sierra Club Audubon Society) in order to maintain a healthy state of the habitats.
12. Provides technical guidance and assistance to management in the preparation and review of environmental impact documents related to projects that may affect water resources.
13. Makes presentations on related resources issues and provides technical environmental information to civic, educational and special interest groups as well as elected officials.
14. Assists management and/or the City Attorney's Office in providing technical support for legal issues by providing expertise regarding water resources.
15. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and benefits.
16. Plans work of unit, assuring priority assignments are handled first; considers assignments in terms of content, difficulty, safety, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
17. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
18. Conveys information to employees orally or in writing, including information from management such as policy changes or department objectives, interpretations of City policies or MOU's, updated safety information, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate; discusses and coordinates activities of unit with other supervisors and/or other staff; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.

19. Interviews job candidates; applies the principles of Equal Employment Opportunity; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.

20. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.