

City of Fort Worth, Texas Job Description

Classification Title	Natural Scientist		
Job Code:	PR1930	Job Family:	Professional
Pay Grade	609	Date Reviewed:	07/14/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in the coordination, implementation and operation of natural science and conservation oriented activities and operations within the Parks/Community Services department. Provides natural science and conservation orientated recreational and educational activities; coordinates assigned activities with other divisions, outside agencies and the general public; and develops and implements natural resource management plans.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assists with the training and supervision of volunteers. Develops, promotes, schedules and implements training programs; schedules work projects; and recruits, trains and supervises volunteers.
2. Assists in the coordination and review of the work plan for assigned natural science services and activities; assigns work activities and projects; monitors work flow; and reviews and evaluates work products, methods and procedures.
3. Performs professional-level staff work in the conservation, development, maintenance and protection of wildlife and plants populations within assigned field.
4. Develops and implements wildlife habitat enhancement projects and biological inventories.
5. Implements, coordinates, markets, promotes and executes tree planting programs. Develops, maintains and improves documents, brochures, publications and web resources; tracks and reports productivity; monitors tree inventory; and tracks and reports program statistics.
6. Develops and implements educational and recreational programs centering around natural science topics, including school programs, educator workshops, seminars, and nature hikes; develops and maintains exhibits; coordinates special events; and conduct facility tours.
7. Assists with inspections of tree related work order requests. Identifies hazards; administers contracts for removal; prioritizes and assigns pruning and removal work orders; and inspects work in progress and completed work.

8. Prepares and submits applications and reports for awards and grants.
9. Assists with design and implementation of resource management activities; assists in wildlife surveys and management procedures; and stays abreast of latest scientific research on natural resource management topics.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Environmental interpretation and theory, methods and techniques.
- Standards and procedures for preparation and maintenance of natural, cultural and library collections.
- Local and global ecological systems and best practices.
- Local biological and cultural site histories and practices.
- Biology, environmental science, range and soil science, botany, and other related fields.
- Local flora and fauna.
- Management of captive wildlife feeding and veterinary care.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Basic computer functions and word processing software.
- Tree identification, growth characteristics, species traits, species suitability and common problems.
- Planting site considerations and techniques.
- Hazard tree risk assessment.
- Arboriculture.
- Wildlife husbandry.

- **Skill in:**

- Interpersonal relations.
- Organization and time management.
- Computers and applicable software.
- Conflict resolution.
- Project management.
- Public speaking.
- Marketing and promoting.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Recruit and retain volunteers.
- Recommend and implement goals and objectives for providing effective natural science services and educational programs.
- Interpret and explain City policies and procedures.

- Develop and implement natural resource conservation projects.
- Deliver lectures and programs using audio-visual equipment.
- Read and interpret tree planting site plans.
- Operate various refuge machinery.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in a natural or physical science, including biology, geology, botany, range management, environmental science, forestry, or a related field and one year of experience working in a natural science field providing group instruction and/or developing and implementing natural resource management plans.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.