



**APPROVED BY: THE CHIEF
EXECUTIVE OFFICER**

EFFECTIVE: February 2021

INTEGRATED VEGETATION MANAGER
(Job Description)

PURPOSE

The Integrated Vegetation Manager is assigned to the integrated vegetation unit and manages, plans, and oversees vegetation control activities, revegetation/mitigation programs, formal landscape maintenance on all District facilities, District Sandbag Program, and Pesticide Programs.

REPORTS TO

Unclassified Manager

JOB DUTIES

In addition to the job duties outlined in the Watershed Operations and Maintenance Manager class spec, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

1. Plans, manages, and oversees the daily functions, operations, and activities of the integrated vegetation unit, including developing and directing vegetation management services, projects, and activities for fire suppression, winter flood preparedness, and flood fighting capabilities, as well as mitigation maintenance efforts as prescribed by Capital Projects and Stream Maintenance Program permit requirements.
2. Manages and oversees the District's pesticide program, including acquiring permits, reporting pesticide use, responding to concerns, and ensuring compliance with regulations.
3. Oversees the preparation and approval of monitoring reports, work notifications, post construction reports, and pesticide use reports.

4. Oversees the work of vegetation management consultants and contractors; manages contracts, reviews work, provides input on plans, designs, and schedules, and provides technical input on reports.
5. Leads and guides project teams in execution of projects, including developing strategies to complete work and ensuring compliance with acceptable integrated vegetation management program standards and District procedures.
6. Represents the District to city and county officials and staff; regulatory agencies, such as the State and Regional Water Quality Control Boards, Department of Pesticide Regulation; vegetation management colleagues from other organizations; and the public.
7. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles of horticulture, botany, and plant identification.
2. Methods and techniques of environmental assessment, mitigation, integrated vegetation management, and equipment used in various applications.
3. Pertinent federal, state, and local laws, codes, and regulations applicable to the use of pesticides.
4. Organization and quality management practices as applied to the development, analysis, and evaluation of projects, policies, and operational needs of integrated vegetation program management.
5. Principles and practices of integrated vegetation management project and program budget development and administration, contract negotiation and management, and sound financial management policies and procedures.
6. Practices of researching integrated vegetation issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
7. Computer software applications, such as MS Word, Excel, Project, PowerPoint, Outlook, Geographic Information System (GIS), ArcView, Metroscan, Maximo or similar Computerized Maintenance Management System (CMMS), Budget tool and reports, and other specialized software and databases.

Ability to:

1. Administer complex, technical, and sensitive integrated vegetation program and projects in an independent and cooperative manner.
2. Evaluate and develop improvements to integrated vegetation program operations, procedures, policies, or methods.
3. Conduct complex integrated vegetation research, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
4. Establish and maintain a variety of integrated vegetation program filing, record keeping, and tracking systems.
5. Organize and prioritize a variety of integrated vegetation programs, projects, and multiple tasks in an effective and timely manner.

EDUCATION AND EXPERIENCE GUIDELINES

The following combination represents the minimum training and experience requirements for this classification:

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in biology, agricultural sciences, or a related field.

Experience:

Five (5) years of experience in vegetation control, revegetation/mitigation project, ecological restoration, horticulture or arboriculture management, including two (2) years of direct supervisory experience.

Substitution:

Directly related experience may be substituted for the college requirement on the basis of one and one half (1.5) years of experience for one (1) year of education to a maximum of four (4) years.

License or Certificate:

A valid Agricultural Pest Control Adviser License in Category E and a valid Qualified Applicator Certificate in Categories B, C, and F issued by the State of California Department of Pesticide Regulation.