



Park Restoration and Improvement Manager

Definition

This position coordinates the construction and implementation of the Stevens Creek Corridor restoration project as well as other park improvement projects. This position will be responsible for implementing an approved master plan for a large, complex project that includes relocation and restoration of a stream to its historic channel as well as other park improvement projects.

Typical Job Functions

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Supervise and coordinate the work of contract professionals including environmental planners, engineers, hydrologists, architects, landscape architects, and surveyors.

Obtain related grants and administer existing grant awards.

Coordinate the permitting of in-stream and upland restoration work.

Conduct neighborhood meetings to address community concerns and increase understanding of the restoration project.

Serve as project liaison with and obtain permits from the Department of Fish & Game, Fish & Wildlife, Army Corps of Engineers, Regional Water Quality Control Board, Air Resources Board, and the Santa Clara Valley Water District.

Prepare written reports for and make presentations to the City Council, commissions and other regulatory and governing bodies.

Monitor project budgets and expenditures and ensure that City management and partner agencies receive regular progress reports and updates.

Interface with public works staff and keep bidding documents and procedures current.

Qualifications

Knowledge of:

Methods, practices and legal requirements for implementing large, complex park restoration or improvement projects in accordance with approved master plans.

General principles of engineering, architecture, environmental planning, landscape architecture, hydrology and surveying.

Regulatory agency functions and requirements including the Department of Fish & Game, Fish & Wildlife, Army Corps of Engineers, Regional Water Quality Control Board, Air Resources Board, and the Santa Clara Valley Water District.

Grant application and administration.

Practices, techniques and methods of riparian restoration.

Best practices for construction in the presence of endangered species.

Financial reporting and budget preparation.

Ability to:

Plan, coordinate and supervise the work of environmental planners, engineers, hydrologists, architects, landscape architects, and surveyors.

Interpret and apply existing federal, state and local laws and regulations.

Obtain required regulatory agency approvals.

Work effectively with a culturally diverse community. Establish and maintain effective working relationships in the course of work.

Negotiate contracts.

Obtain and administer grants.

Speak and write clearly and concisely. Present information to governing boards, regulatory agencies, and community groups.

Prepare reports and budgets.

Work independently and exercise independent judgment.

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:

Seven years of progressively responsible project management experience involving park and creek restoration and endangered species. The seven years of experience must include: (a) significant project coordination with natural resource agencies such as Fish & Game, Fish and Wildlife, and National Marine Fisheries, and (b) compliance with the California Environmental Quality Act; (c) ability to successfully

meet the requirements of multiple outside grantors, regulators and stake holders; and (d) restoration of a river or creek with protected species.

Graduation from an accredited college with a Bachelors degree in environmental engineering, civil engineering, landscape architecture or a related filed.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

FLSA: Exempt

Est. 6/2007

Rev. 6/2011