



## ENVIRONMENTAL BIOLOGIST 3

**Department:** Planning and Public Works  
**Job Class #:** 663100  
**Pay Range:** Engineering/Technical 13

**FLSA:** Non-Exempt  
**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is professional, technical and supervisory work. Incumbents are responsible for managing projects, programs, and the review process. Supervises lower level Biologists; provides expert technical advice to management and other County employees, on highly complex, controversial environmental issues and may handle controversial casework as assigned. Represent the department's position on environmental issues at large public meetings when needed.

**SERIES CONCEPT:** This is the third level of a three level classification series. The classification may perform duties of lower level biologists including field work, but is distinguished from the lower level series by the supervisory responsibilities and the advanced technical skills and knowledge of environmental regulations and issues.

### **ESSENTIAL FUNCTIONS:**

- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Ensure consistent interpretation related land use and environmental of laws, rules, policies and procedures.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Draft and review related County regulations, ordinance and rules.
- Conduct office and field studies and assess the potential impacts of construction or other activities on natural resources.
- Drive to various work-sites, meetings, and other county facilities.
- Prepare written reports, summarize findings, and write a variety of memos and letters, including options for habitat protection and restoration.
- Prepare educational materials and designs and conducts training programs on environmental code changes.
- Prepare environmental checklists and prepares, submit and obtain permits from state and federal agencies.
- Train and mentor less experienced employees on all environmental issues.
- Provide input and direction to consultants on preparation of related reports; analyze and monitor consultants or contractors who are performing work for Pierce County.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the traveling requirements of the position.

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**ESSENTIAL FUNCTIONS: (continued)**

- Perform the physical requirements of the position; works within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

**OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** The Environmental Biologist reports directly to the Manager of Natural Resources (Planner IV). The Environmental Biologist 3 is responsible for direct and indirect supervision of a complex technical section engaged in wetland and fish and wildlife issues. The position directly supervises lower level biologists and may be required to supervise administrative staff.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Environmental Biologist 3 works in an office environment on a daily basis and may participate in some field work. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions, normal office noise and inclement weather while performing field visits.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a variety of physical requirements of varying degrees based on varying work circumstances. Required physical activities include walking on uneven terrains, crawling, kneeling, bending, stooping, crouching, twisting and minimal lifting up to 20lbs; a combination of sitting and standing; reasoning and analyzing complex information; finger dexterity to operate equipment used in the position; and talking, hearing and seeing.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Planning, environmental, engineering and development standards as they relate to land use and resource management issues.
- Regulatory requirements such as wetlands, fish and wildlife and land development regulations.
- Supervisory and quality management techniques and principles.
- Basic personal computing principles, keyboard, and automated systems required for the position.

**Skill in:**

- Promoting mutual respect and acceptance of all workers in a diverse work group.
- Plant identification, or soil classification or habitat evaluation procedures.
- Interpersonal communications.
- Team building, leadership and motivation.
- Use of required equipment.

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**KNOWLEDGE, SKILLS AND ABILITIES (continued):**

**Ability to:**

- Analyze situations quickly and objectively and to determine a proper course of action.
- Implement policies, goals, and objectives established by the appointing authority.
- Read, understand and interpret technical reports and data, environmental documents and related materials.
- Understand, interpret and apply applicable state, federal and local laws, rules regulations and policies governing management of natural resources.
- Effectively assign, evaluate, and supervise professional, technical and administrative staff.
- Effectively administer disciplinary action.
- Prepare, use, and interpret complex plans, maps, specifications, special provisions and reports.
- Provide reliable advice and acceptable solutions to difficult environmental problems.
- Speak effectively and convincingly at public meetings and to provide testimony at hearings, council or trials.
- Make complex decisions independently utilizing a high level of discretion.
- Bend, stoop, work in inclement weather conditions, and walk on uneven terrain. However, this may vary according to assignment.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Graduation from a four-year college or university with a degree in botany, biology, environmental studies, fisheries, soil science, wildlife biology or a related field or a related field and five years of experience working with complex environmental issues with one year experience in a leadership or supervisory role including a minimum of one year experience delineating wetlands using the Unified Federal Manual and preparing wetland reports is required. Additional education may substitute for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete Pierce County background investigation. A valid Washington State driver's license is required.