



City of Salem

# Green Stormwater Infrastructure Supervisor

<b>SALARY</b>	\$36.30 - \$48.78 Hourly	<b>LOCATION</b>	1457 23rd St SE Salem, OR
<b>JOB TYPE</b>	Fulltime-Career	<b>JOB NUMBER</b>	24-0307-07
<b>DEPARTMENT</b>	Public Works Department	<b>ORG</b>	PW Ops Stormwater Quality
<b>OPENING DATE</b>	04/29/2024	<b>CLOSING DATE</b>	5/13/2024 11:59 PM Pacific

## Job Summary

The City of Salem is seeking a qualified and highly motivated individual with experience as a supervisor to join us as the Green Stormwater Infrastructure Supervisor for the Green Stormwater and Natural Areas program in Public Works. In this role you will oversee the maintenance of all public green stormwater facilities (rain gardens, water quality planters, swales, etc.) and help implement programs that enhance and restore natural areas and mitigation wetlands.

### Make an Impact:

The City of Salem has almost 500 publicly owned and maintained Green Stormwater Infrastructure (GSI) facilities and several hundred acres of natural areas that capture stormwater runoff and improve the quality and quantity of water going into Salem’s streams. This position is an opportunity to lead the program that ensures these facilities are functioning and cleaning stormwater, while also looking beautiful.



### Learn and Grow:

We value our employees and their professional development. If you are someone that has excellent communication and

interpersonal skills, experience with managing employees, has strategic foresight and practical planning abilities, a strong knowledge of native and invasive plants species for Oregon, and is a natural leader who can lead a team and work with the public, we look forward to meeting you! The Public Works Department promotes a healthy work life balance, while maintaining the utmost dedication to the health, safety and welfare of our community, including our team!

**What you will do:**

The Green Stormwater Infrastructure Supervisor will supervise at least 6 full time staff that are responsible for the maintenance of green stormwater infrastructure (GSI) and natural areas, which includes overseeing the day to day maintenance and scheduling work necessary to meet permit requirements for all public GSI facilities and mitigation sites. They will provide general oversight to ensure staff are properly trained and following all safety procedures. This position also works closely with Engineering staff and reviews plans for new construction of GSI facilities to ensure that all plants and soils meet City standards, and approving plant substitutions as requested.

The supervisor will sit on the Integrated Pest Management Committee (IPM) and may also serve as the IPM coordinator, therefore a strong knowledge of invasive and native plants is critical. The supervisor will also work closely with Natural Resources and Stormwater Quality staff on natural resource and regulatory issues. This position will be responsible for budgeting for and working with staff to develop work plans that include planting designs (time, material, and labor estimates), managing outside contracts, and organizing outreach and volunteer programs. Writing technical reports and memos, working with the public, and giving presentations will be expectations of this position.

This position will also work with multiple other City departments and sections, as well as outside agencies including the Department of Environmental Quality (DEQ).

**Additional information on job responsibilities:**

- Plan, organize, schedule, train, evaluate, and inspect the work of subordinates. Schedule, prioritize and coordinate personnel to complete planned projects. Arrange for and coordinate supplemental staffing such as contracted labor, volunteers or correctional work crews.
- Plan, coordinate, and administer all aspects of the assigned program's operations, assessing current program and determining maintenance or growth needs of the group.
- Compile and write reports that summarize work completed, planned work projects, successful techniques and work plans to achieve compliance objectives. Develop annual work plans and project budgets. Create project base maps, planting plans, as-built maps and management plans using Microsoft and ESRI GIS products. Prepare and develop

professional correspondence, reports, policies, procedures, or guideline that range from routine to technical and/or regulatory.

- Collaborate with City natural resource staff on planning and developing future projects, and review constructions plans for public GSI facilities.
- Analyze existing conditions of elements of infrastructure and program operations to determine the most appropriate methods of resolving complex maintenance or compliance issues.
- Communicate changes in programs, procedures, or focus with subordinates.
- Ensure safe working conditions including public safety and proper handling of equipment in work areas. Ensure staff have appropriate training for all aspects of the job.

#### **What are the minimum qualifications?**

- Must pass the pre-employment background check.
- Must have an Oregon driver license and a driving record that meets the City of Salem's driving standards.
- Associate's degree from an accredited college or university in a related field to program assignment (i.e., biology, engineering, environmental sciences, horticulture etc.), and four years of supervisory experience in a related field, or any combination of education, experience and training that demonstrate possession of the knowledge, skills, and abilities as listed, and ability to perform the essential job functions.
- Hiring managers do not have access to view resumes as part of the application review process, please make sure to give detailed information in your application that includes your experience, knowledge, skills, and abilities as requested in the supplemental questions and job advertisement.

#### **What can we offer you for all your hard work?**

- Medical, dental, and vision coverage for you and your family.
- Paid vacation and sick time in accordance with City policies.
- Competitive pay.
- Employer-paid PERS contribution of 6%.
- Opportunity for voluntary pre-tax contributions to a 457b account.
- Health care and dependent care flexible spending accounts.
- Voluntary long-term care.
- Employee wellness program.
- Employee assistance program.
- Employee health clinic.
- Position schedule is 7:00 a.m. - 3:30 p.m., Monday - Friday.

#### **What are the preferred qualifications?**

- Current Oregon pesticide applicator's license, or ability to obtain within 6 months of hire.

#### **What you will bring along:**

- Respect towards others, along with an enthusiasm to understand and value individual differences to foster and support a diverse and inclusive workplace.
- Knowledge of occupational hazards, safety precautions, federal, state, and local laws, rules, regulations governing assigned program area(s).
- Ability to understand, interpret, and apply laws, codes, regulations, complex plans, and contract documents. Learn and apply city ordinances, state statutes, and regulations that serve as authority of enforcement action.
- Experience with budgetary and financial procedures and practices.
- Ability to analyze and evaluate complex technical, operational and regulatory issues, develop and evaluate alternatives, reach sound conclusions, and develop effective recommendations and solutions.
- Ability to research, collect, test, analyze and integrate data from various sources and professional disciplines and apply expert professional concepts in their analyses, prepare and present statistical analysis and reports.
- Ability to work independently and make decisions concerning multiple City operations and programs with minimal supervision.
- Knowledge to evaluate the utilization of personnel, materials and equipment and recommend revisions as to assignments and procedures.
- Ability to communicate effectively verbally and in writing to a wide range of individual, and present technical information to non-technical audiences in public settings.



- Ability to establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Knowledge of theories, principles, methods and practices of natural resource and natural area protection, restoration and enhancement, including erosion control methods and techniques, native planting, resource monitoring protocols and ecosystem management.
- Practices, methods and techniques of watershed management, including knowledge on threats to health of local ecosystems (e.g. invasive non-native plants) and methods for their elimination or mitigation.
- Understanding of botany, biology of flora and fauna, and native plant species and ability to identify species that grow in the Willamette Valley.
- Understanding of plant physiology and plant soil interactions, especially as it relates to treatment of stormwater.
- Knowledge of principles, methods and techniques of plant propagation and plant collection management including plant fertility, soils, pruning, planting and plant-removal techniques.
- Understanding of methods and techniques for recognizing and controlling threats to the horticultural assets and health of local ecosystems, such as insects, diseases, invasive non-native plants
- Familiarity and experience with integrated pest management programs.

#### About us:

The City of Salem is the second largest City in the State of Oregon. Located in the lush Willamette Valley, Salem is the capital city of Oregon with a population over 170,000. Centrally located, Salem is 47 miles south of Portland and an hour from the Cascade Mountains to the east and an hour from the ocean beaches to the west. Salem is an exceptional community for living and working with exciting new and comfortable well-established neighborhoods and carefully preserved historic buildings.

A full-service City, Salem has eight primary departments: Community Services, Finance, Fire, Enterprise Services, Legal, Police, Public Works, and Urban Development. Several departments also have functional divisions within their department. The City has five labor unions and employs roughly 1,350 talented and dedicated staff members.



The **Public Works Department** values employees and their professional development. If you are someone that takes pride in collaborating on innovative ideas, proactively responding to community needs, and being a good environmental and financial steward, we look forward to meeting you! The Public Works Department promotes a healthy work life balance, while maintaining the utmost dedication to the health, safety, and welfare of our community, including our team!

The Urban Renewal Agency and the Salem Housing Authority are separate municipal corporations. The Agency contracts with the City for services and the Authority is led by the Housing Administrator within the Urban Development department.

**Where can I find out more about the position?**

Go to the menu option for Class Specifications and search for Supervisor, II or view by [clicking here](#).

**How can I apply?**

The City of Salem invites individuals of all diverse communities and backgrounds to apply for our available job opportunities as we strive to provide the best service to everyone. The City of Salem is committed to providing equal employment opportunities to all and has a culture that values diversity, equity, and inclusion. We believe that by welcoming differences, encouraging new ideas and views, listening to, and learning from each other, we are better able to serve the community.

To apply, click on the green “Apply” button to complete your application.

Applicants that meet the minimum qualifications as outlined above but not selected for this position may be placed on an eligibility list, and candidates may be hired from the list. Eligibility lists are valid for six months. The City will send email notifications to eligible candidates about potential hiring opportunities so please ensure your email settings accept our system generated email notifications.

You may subscribe for automatic notification of job openings at the City of Salem through the [Job Interest Cards](#) – sign up today!

For more information about employment at the City of Salem, please visit our website at [www.cityofsalem.net/jobs](http://www.cityofsalem.net/jobs).

**Agency**

City of Salem

**Address**

295 Church St. Suite 210

Salem, Oregon, 97301

**Phone**

503-588-6102

hrrecruiting@cityofsalem.net

**Website**

<https://www.cityofsalem.net/jobs>

**Green Stormwater Infrastructure Supervisor Supplemental Questionnaire****\*QUESTION 1**

**What is your highest level of education in biology, environmental sciences, horticulture, landscaping, stormwater management, and/or natural areas/wetlands management, or related field? We encourage you to include supporting details in your application**

- High school graduate or GED
- Some College, no degree
- Associate's degree
- Bachelor's degree
- Master's degree
- Doctorate's degree
- N/A

**\*QUESTION 2**

**How many years of experience do you have supervising in biology, environmental sciences, horticulture, landscaping, stormwater management, natural areas/wetlands management, or any other related field in which Supervision was**

**required. Experience should include recruiting/interviewing/hiring experience, conducting performance review of employees, and responsibility for approving timesheets. We encourage you to include supporting details in your application.**

- No experience
- Less than 1 year
- 1 year
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- More than 7 years

**\*QUESTION 3**

**How many years of experience do you have working in biology, environmental sciences, horticulture, landscaping, stormwater management, and/or natural areas/wetlands management, or related field? We encourage you to include supporting details in your application.**

- No experience
- Less than 1 year
- 1-2 years
- 3-5 years
- More than 5 years

**\*QUESTION 4**

**How many years of experience do you have reading or reviewing construction plans, as-builts, or blueprints? We encourage you to include supporting details in your application.**

- No experience
- Less than 1 year
- 1-2 years
- More than 2 years

**\*QUESTION 5**

**How many years of experience do you have using GIS and/or asset management software? We encourage you to include supporting details in your application.**

- No experience
- Less than 1 year
- 1-2 years
- More than 2 years

**\*QUESTION 6**

**How many years of experience do you have preparing budgets, scopes of work, contracts, sole source memos, and/or invoicing? We encourage you to include supporting details in your application.**

- No experience

- Less than 1 year
- 1-2 years
- More than 2 years

**\*QUESTION 7**

**How many years of experience providing training and oversight of safe working conditions for crews? We encourage you to include supporting details in your applicaiton.**

- No experinece
- Less than 1 year
- 1-2 years
- 3-5 years
- More than 5 years

**\*QUESTION 8**

**Which best fits your knowledge of plants native to Oregon and plants that are considered invasive in Oregon? We encourage you to include supporting details in your application.**

- No knowledge
- Some knowledge of plants, but not specific to Oregon.
- Could identify some but not all native and invasive plants in Oregon found in stormwater facilities.
- Work and/or education experience that provides high level of knowledge about native and invasive plants in Oregon.

**\*QUESTION 9**

**How many years of experience do you have using Integrated Pest Management practices in the field or as a supervisor? We encourage you to include supporting details in your application.**

- No experience
- Less than 1 year
- 1-2 years
- 3-5 years
- More than 5 years

\* Required Question