



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

**SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT**

**ASSISTANT BIOLOGIST**

**DEFINITION**

Under general direction of the Land Resources Manager, oversee, plan, develop, and manage a variety of complex biologist and environmental issues, including requirements of the Upper Santa Ana River Wash Habitat Conservation Plan and environmental regulatory and compliance matters related to operations and maintenance of District lands and facilities.

**SUPERVISION EXERCISED**

None.

**IMPORTANT AND ESSENTIAL DUTIES**

Conduct biological fieldwork on District-owned and/or managed properties in compliance with proper scientific methods and any applicable State/Federal protocols, including general biological resources and habitat suitability assessments, vegetation communities and habitat types classification and mapping, plant and animal species inventories, special status plant and animal species surveys, and jurisdictional delineations.

Work with Land Resource Manager to obtain, summarize and analyze biological data for inclusion in biology documents such as biological evaluations, biological assessments, and natural environment studies.

Prepare technical reports necessary to complete environmental documentation for specific projects.

Oversee compliance with biological mitigation measures identified in environmental documents and approved project/permit conditions for District projects and maintenance activities.

Implement biological mitigation measures during and after project construction.

Under supervision of the Land Resources Manager, implement the Upper Santa Ana River Wash Habitat Conservation Plan.

Provide specialized technical assistance to projects undertaken by the District and its partners on District owned or managed lands, including obtaining permits for impacts to environmental resources and maintaining compliance with permit requirements.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Prepare and review technical reports, memorandums, and environmental documents; respond to correspondence as required.

Manage, coordinate, and utilize information services and systems to plan, simulate, test and validate management habitat and HCP approaches, projects and strategies to benefit the District and the environment.

Under supervision from the Land Resource Manager, provide for administration of grant programs; research and apply for funding assistance from various sources; negotiate the conditions and terms of funding agreements.

Provide environmental documentation as needed for major projects; manage the work of environmental consultants in their provision of documentation and mitigation monitoring activities to meet the requirements and regulations of State and Federal agencies.

Assist in the implementation of Strategic Plan goals, objectives, policies, and priorities for District programs; develop and ensure adherence to project policies, environmental rules, and procedures; interpret and implement policies and goals set by the Board of Directors and General Manager.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Environmental principles and practices including planning and implementation of conservation programs.

Biological sciences and ecological processes important to natural resource management.

Pertinent local, State, and Federal laws, codes, and regulations.

Safe driving principles and practices.

Use, design, and application of computers and software including geographical information systems, databases, and project management software.

**Skill to:**

Operate office and field equipment including computer equipment used in land resources management and planning.

Operate a motor vehicle safely.

**Ability to:**

Utilize excellent written and verbal communication skills to convey ideas and concepts to colleagues and external partners and stakeholders.

Perform responsible and difficult project and biological and environmental tasks involving the use of independent judgment and personal initiative.

Recommend and implement goals, objectives, and practices for providing effective and efficient land resources management.

Assist in the preparation of environmental permit applications, and obtain associated permits for project-related impacts, from the U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, California Department of Fish and Wildlife, and/or California Regional Water Quality Control Boards.

Maintain compliance with long-term, complex permits regulating environmental impacts.

Utilize strong organizational skills to ensure efficient and effective program administration.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Develop and review resources management plans.

Handle multiple concurrent projects and manage priorities and tasks.

Plan and organize work to meet schedules and deadlines.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Education Guidelines:**

Any combination equivalent to experience and education that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

A Bachelors degree in Biology, Ecology, Environmental Science, or related field is required.

In addition, 1) one year of biological, environmental, or related land management and/or field experience involving land and water resources and/or 2) a Master's degree in degree in Biology, Ecology, Environmental Science, or related field is preferred. A Bachelor's degree from an accredited college or university with major course work in biology, ecology, environmental science, or a closely related field.

**License:**

Possession of or ability to obtain an appropriate, valid driver's license and maintain a driving record acceptable to the District's automobile insurance provider. Must be able to drive own vehicle to project sites at various locations within the Mill Creek and Santa Ana River watershed.

**Special Requirements:**

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift 25 lbs., exposure to outdoors, chemicals, mechanical hazards, and electrical hazards.

Ability to perform field work with the ability to hike over uneven terrain and be exposed to physical and biological hazards including extreme heat, extreme cold, and sun exposure.

Ability to work in a standard office environment with the ability to travel to different sites and locations.