



**Job Description: Green Infrastructure Specialist**

Reports To: Executive Director

Date Created: January 2021

Salary Range & Benefits: \$23-\$26/hour FTE; Premium medical benefit through Providence;

Retirement program; Generous PTO

**Position Description**

The Green Infrastructure Specialist plans and implements maintenance, operations, and repair of green infrastructure assets including vegetated water quality facilities and bioretention facilities in the right of way. The GI Specialist reports to City of Portland Bureau of Environmental Services in the Watershed Revegetation Program. The GI Specialist spends approximately 30% time in office planning and managing work and 70% time in the field conducting facility monitoring inspections and supporting and overseeing the work of landscape contractors.

**Key Responsibilities:**

- Plan and develop work orders and work plans to manage green infrastructure assets to meet established levels of service
- Inspect facilities to assess asset condition and/or to ensure satisfactory implementation of contractor work orders
- Implement green infrastructure operations and maintenance, including plant/tree installation, irrigation, and landscape maintenance tasks
- Accurately enter and track data in asset management database system (Infor Public Sector)
- Coordinate, direct, oversee, and inspect the work of landscape contractors
- Process contractor invoices for payment, ensuring accurate accounting and data entry
- Communicate with City staff, contractors, and the public, both verbally and in writing
- Develop new management strategies and/or retrofit plans for challenging sites

**Preferred experience:**

- Knowledge of vegetated green stormwater infrastructure components, operations, and maintenance
- Knowledge in fields related to green stormwater infrastructure, such as botany, plant identification, horticulture, landscape maintenance/management, soils, ecology, urban watershed management, stormwater management, ecological restoration, and bioretention
- Ability to utilize modern cloud-based enterprise asset management and project management systems and other databases, such as Infor Public Sector and e-Builder, to accurately track data, generate reports, and manage workflow
- Ability to safely operate power tools
- Ability to safely drive a full-size pickup truck, including with a trailer

- Ability to read, interpret, and implement landscape and construction plans
- Ability to work independently and as part of a team, including with a diverse and multi-cultural workforce
- Non-profit and/or governmental experience preferred

**Required:**

- Must have access to private automobile for daily transportation within city of Portland (will be reimbursed for use at Federal Internal Revenue Service rate, currently \$0.56 per mile)
- Oregon Department of Agriculture pesticide (herbicide) applicator license within six months of hire

**How to apply:**

- Send a cover letter and chronological resume to [info@wetlandsconservancy.org](mailto:info@wetlandsconservancy.org) **by January 25, 2021 In the subject line state: *Green Infrastructure Position***
- An email acknowledgement will be sent to all applicants within two business days.
- All inquiries will be handled confidentially

**Equal Opportunity Employer**

The board and staff of The Wetlands Conservancy believe they can meet the organization's mission only with a diverse board and staff who actively cultivate a culture of equity, inclusion, and belonging.