

The Organization

The Houston Parks Board “HPB” is a 501(c) (3) organization that was created in 1976 in response to a request by Houston’s major foundations and civic leaders who wanted to contribute to the city’s park system through an organization that would represent their needs and desires. Since its inception, HPB has raised and leveraged millions of dollars and touched at least 75% of the City’s parkland through acquisitions and or capital improvements.

In 2012, HPB embarked upon the largest city wide project in its 37 year history, Bayou Greenways 2020. The Bayou Greenways 2020 project is a \$220 million capital project to complete continuous parks and trails along Houston’s major bayous. The project will alter Houston’s urban fabric like no other initiative in recent history, and it is one of the most visionary and significant park/urban design projects in the nation.

In addition to completing the capital improvement and land acquisition within the scope of the Bayou Greenways 2020 project, HPB is also charged with the on-going maintenance and conservation of a majority of the city-wide system of greenways and trails. The activities are guided by a Standards Committee and manual agreed to by various political entities and includes maintenance of the amenities, various landscape types/zones, and certain natural resource restoration activities.

The goals of the Bayou Greenways Conservation and Maintenance Section are:

- to ensure that the Bayou Greenways are clean, attractive, safe, and usable for visitors at all times and during all seasons
- that the natural environments along the greenways are enhanced and protected

Due to the geographical expanse of the Bayou Greenways and efforts required to maintain them, a flexible multi-faceted approach is needed to achieve the standards of maintenance outlined in the Maintenance Standards Report.

The Position

With guidance from, and under the direction of, the Conservation and Maintenance Director, the Conservation Manager will coordinate the following activities within the Bayou Greenways 2020 Conservation and Maintenance program. This position involves hands-on work in restoring and maintaining natural areas and landscape resources, therefore it requires knowledge of plant/animal ecosystems and landscape techniques.

Main Responsibilities

- Ensure quality, quantity, and timeliness of tasks performed by contractors meets or exceeds the maintenance standards
- Meadow/ pocket prairie development, restoration, protection and management
- Wildlife habitat development, enhancement, protection and monitoring
- Wetland identification and management
- Invasive/undesirable vegetation management
- Environmental (land and wildlife) Management Plans and reports
- Create and coordinate conservation and environmental education projects, programs, and events with partners (such as Student Conservation Assoc., Houston Audubon, etc.)
- Support and assist other Conservation and Maintenance team members
- Facilitate positive communication and collaboration with HPB staff, all key stakeholders, government agencies (including Houston Parks and Recreation Department “HPARD”, Harris County Precincts and Harris County Flood Control District “HCFCD”), project partners/volunteers and the general public
- Represent HPB on regional/city committees focusing on conservation/resiliency
- Assist with identification of appropriate opportunities for and recruiting of corporate partners/sponsors
- Assist the HPB volunteer/ambassador in identification of potential volunteer projects, programs, and events, and recruitment of volunteers
- Assist with development of grant applications for conservation project and program funding
- Assist the HPB Communications team with social media/PR reporting about conservation projects, programs, and events

- Review construction documents prepared as part of the Bayou Greenways Capital program to insure the designs and specifications comply with the goals, standards and requirements of the Conservation and Maintenance program
- Additional duties as required

Qualifications

Education:

- Bachelor's degree in landscape architecture, natural resources, ecology, forestry, resource management, biology, wildlife biology, urban planning with an emphasis on environmental design or related field

Knowledge and Experience:

- 5 or more years of experience managing natural resource management projects and environmental education programs
- Strong knowledge of plants native to the Houston area
- Experience with technical aspects and best practices of landscape and wildlife management
- Expertise and understanding of landscape systems, ecological systems, green infrastructure and landscape sustainability
- Understanding of long-term implications of construction-related decisions and practices on future maintenance operations

Skills and Abilities:

- Excellent organizational skills with the ability to meet multiple deadlines with attention to detail, define problems, collect data, establish facts, and present viable solutions
- Good communicator, including clear, concise and accessible reports, correspondence, procedural manuals and verbal presentations
- Ability to work effectively with others in order to build mutual respect and solve problems
- Ability to lead, in thought and actions, across the stakeholder spectrum and cultivate relationships with individuals, foundations, government and corporate donors
- Ability to efficiently respond to questions from staff, Board members, program partners, funders and members of the community
- Ability to effectively manage projects and project personnel, both volunteer and contract
- Demonstrated ability to work independently
- Evidence of good judgment and decisiveness
- Ability to work creatively and resourcefully within a determined budget
- Proficiency with Microsoft Office Suite products, working knowledge of Geographic Information Systems (GIS), ability to read and interpret landscape architectural plans
- Ability to understand long-term natural landscape health and maintenance
- Bi-lingual in Spanish is preferred

Work Environment:

- Primarily "in the field" along the greenway system, via company vehicle, with periods of office time for meetings, preparing reports, etc.
- The Conservation Manager will be outside exposed to long periods of sun, high heat and humidity, rain, or cold
- Driving in the Houston area will be required
- Must have valid Driver's License

Salary is competitive and commensurate with experience. HPB's benefits package includes medical, dental, vision and life insurance, and a 403b retirement plan. To apply for this position, email resume and cover letter to Trent@houstonparksboard.org with "Conservation Manager" in the subject line of your email. The deadline for applications is **March 15, 2019**.

Interviews are by appointment only. No telephone calls, please.