
XV. Fresh Pond Reservation Staffing Requirements and Organizational Structure

A. Introduction

In order to achieve the goals of the Master Plan, additional Water Department staff will be required. The 1994 Fresh Pond Water Supply Protection Plan and the 1999 Natural Resource Stewardship Plan have staffing recommendations. These staff recommendations include at least four full-time employees to initiate the implementation of the Master Plan. The true staffing needs to fully implement the Master Plan will take at least two years to determine once the implementation has started. These additional employees include a Reservation Site Supervisor, Assistant Reservation Site Supervisor, Watershed Protection Technician and an Assistant Ranger.

The staffing for Fresh Pond Reservation is an important component of the Water Department's overall Watershed Protection Program. Therefore it is necessary to look at the entire program so that staffing additions can be made to maximize the department's ability to achieve its overall watershed protection goals. Table 6 shows the organization plan for the Watershed Management Division of the Water Department. This is the basic structure that is being followed now with the exception of the Fresh Pond Reservation Management section, which requires hiring a Reservation Site Supervisor, Assistant Reservation Site Supervisor and an additional Ranger. Also, the Watershed Protection section requires the creation of a permanent position, a Watershed Protection Technician.

B. Staffing Recommendations

1. Reservation Site Supervisor

The Reservation Site Supervisor position will be responsible for overseeing day to day operations as well as implementation of the recommendations in the Master Plan. The duties of the Reservation Site Supervisor will include:

- Develop and oversee maintenance contracts;
- Facilitate all Water Department projects that are part of the Master Plan; and
- Reorganize the Ranger program to the address issues in the Master Plan such as the permitting program, dog medallion program, Reservation signage, and information dissemination.

The Reservation Site Supervisor should have a technical background in a field such as Urban Forestry or Landscape Architecture and experience in managing staff, projects and public interaction.

2. Assistant Site Supervisor and Reservation Rangers

The Assistant Site Supervisor will focus on the day-to-day operations of Fresh Pond Reservation. This position will supervise the Rangers who will be primarily out in the Reservation interacting with the public, coordinating volunteer groups, overseeing some projects and providing enforcement. They would provide a 7-day-a-week presence in the Reservation.

3. Watershed Protection Technician

The Watershed Protection Technician duties include water sampling, gauge station maintenance, implementing annual site inspection program, coordinating the hazardous material response program, up-dating the Geographic Information System (GIS) database and creating reports. The Watershed Protection Technician should have a background in water quality monitoring, source-water protection plan implementation and GIS use.

4. The Watershed Management Division Manager

The Watershed Management division manager reports directly to the Managing Director of the Water Department. This person is responsible for the development and implementation of watershed protection plans, natural resource management, reservoir facilities improvements and maintenance, public outreach, environmental compliance review, staff development and grant writing.

C. The Watershed Management Division

The Watershed Management Division is divided into three areas: (1) Watershed Protection; (2) Operations and Maintenance-Reservoirs and Watersheds; and (3) Fresh Pond Reservation Management.

1. Watershed Protection

This section is responsible for implementing the water quality monitoring and site inspection components of the Watershed Protection Program. This work includes surface and ground water sampling, stream discharge measurements, stream gauge station maintenance, updating the Geographic Information Systems Watershed Management Tool (GISWMT), stormwater systems evaluation, Hazardous Material Response Plan implementation and production of the annual water quality/site monitoring reports. About 80 percent of this section's time is spent in the Cambridge upcountry Watershed and the remainder at Fresh Pond Reservation.

2. Operation and Maintenance of Reservoirs and Watersheds

This section is responsible for the daily operations and maintenance of the reservoirs and associated watersheds. The areas of responsibility include Fresh Pond Reservation, Payson Park Reservoir, Hobbs Brook Reservoir and Stony Brook Reservoir. Duties include gatehouse maintenance, grass mowing, fence repair, boundary maintenance, landscape projects, snow and ice control, sign repair and trash pick-up.

3. Fresh Pond Reservation Management

This section is responsible for the daily operations of Fresh Pond Reservation as well as managing the landscape maintenance contracts and facilitating the implementation of Reservation improvement projects. Operational duties include seven-day staff coverage, rules/regulation enforcement/coordination, permitting, dog medallion program, public information, patrolling and natural resources monitoring.

The Natural Resource Stewardship Plan also recommends that a landscape contractor perform the yearly maintenance required for Reservation up-keep and improvements. The contractor would also provide specialists, such as an arborist and disease control specialist.

