



TAHOE

RESOURCE CONSERVATION DISTRICT

870 EMERALD BAY ROAD SUITE 108 • SOUTH LAKE TAHOE, CA 96150 • 530.543.1501 PH • 530.543.1660 FAX

Watercraft Inspector

Position	Watercraft Inspector
Location	Lake Tahoe Basin and Truckee Region, California
Salary	\$13.00-\$15.00 per hour
Duration	April 16, 2011 — September 30, 2011 (Full-Time & Part-Time Positions Available) [End & start dates are dependent upon weather and workload, some positions may start sooner/later and end sooner/later]

Job Description

The work of a Watercraft Inspector is physically and mentally demanding. Work is performed in the field at specified inspection/decontamination stations, which involves long hours in the elements. Facilities are located around the lake at approximately 6,226 feet. Summer temperatures can be over 80 degrees and snow can accumulate throughout the year and exceed 10 feet in depth during the winter. Winter operations may be conducted from booths located at launch facilities. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, and/or odors. Frequent interruptions to planned work activities will occur. Position will require flexible work hours when needed including holidays, weekends, and evenings, and will require manual labor.

As a staff member of the Tahoe Resource Conservation District (Tahoe RCD) and working under the direction of the Watercraft Inspections Program Coordinator, Watercraft Inspectors will be responsible for watercraft inspections, watercraft decontamination services, documentation and reporting, on-site surveys, customer service; and interaction with private/public property owners and cooperators of the Tahoe RCD. Inspector positions will be for the Lake Tahoe Basin and the Truckee River Watershed. Employment under these positions is seasonal and dependent upon the needs of the Tahoe RCD and the availability of funding to support the positions.

Classification Description

- **Watercraft Inspector:** The typical tasks for these classifications shall include:
 - perform detailed watercraft inspections and decontaminations;
 - identification of invasive aquatic organisms;
 - implementing identified protocols for control of identified organisms
 - assuming responsibility for the care, maintenance, and security of District tools, property and equipment;
 - interacting with the public on various issues related to boating on Lake Tahoe;
 - collecting information from boater surveys and inputting information collected into the District's database.
- **Site Lead:** Site Leaders must meet the job requirements of a Watercraft Inspector and be able to perform the work duties listed for that position. In addition to acting as a Watercraft Inspector, Site Leaders will be responsible for the following duties and responsibilities:

YOUR PARTNER IN LAKE TAHOE CONSERVATION

THE MISSION OF THE TAHOE RESOURCE CONSERVATION DISTRICT IS TO PROMOTE THE CONSERVATION AND IMPROVEMENT OF THE LAKE TAHOE BASIN'S SOIL, WATER AND RELATED NATURAL RESOURCES BY PROVIDING LEADERSHIP, INFORMATION, PROGRAMS AND TECHNICAL ASSISTANCE TO ALL LAND MANAGERS, OWNERS, ORGANIZATIONS AND RESIDENTS.



- Lead site operations, decontamination procedures, and station logistics
- Assist in watercraft inspection/decontamination training for station personnel
- Follow procedures and ensure proper inspection/decontamination protocols and District policies are implemented and followed
- Set a strong and dedicated work ethic example for other employees
- Supervise station personnel and coordinate/assigned daily and weekly job duties: inspections; decontaminations; data collection, entry, and upload; timesheet submittal; etc
- Perform detailed watercraft inspections and decontaminations
- Maintain accurate site equipment inventory and submit timely equipment requests to management staff to ensure station is properly stocked
- Complete performance reviews and implement management direction to site staff
- Respond to difficult situations and provide appropriate staff guidance and support
- Address and resolve conflicts between station staff and/or staff and general public
- Regularly communicate and report to acting supervisor
- Assist in development of program performance standards and assure standards are achieved
- Assist in adaptive management processes to improve effectiveness and efficiency of program
- Ensure excellent customer service is provided by the station
- Maintain a professional presence and demeanor at all times

Minimum Qualifications

- **Skills:** excellent written and oral communication skills, and ability to apply this knowledge to communicating with the public; familiarity with and/or ability to quickly learn to implement appropriate watercraft inspection protocols and assist during decontamination procedures; ability to manage high traffic situations effectively; familiarity with Lake Tahoe and/or Truckee River Watershed's ecological and social issues; a can-do-attitude is a must.
- **Ability to:** work on a team; work Holidays and weekends; exercise safe work practices at all times and under various conditions; perform manual labor in rough terrain, lift heavy objects, and work for extended periods of time in various extreme weather conditions; exercise sound judgment; communicate effectively with the public; establish and maintain effective working relationships; possess a **professional demeanor and presence**.
- **Physical requirements:** ability to lift up to 75 lbs; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; strength, dexterity, coordination; ability to climb, bend, stoop, squat, and reach on a frequent basis around boats; ability to communicate on a telephone, via email, and in person. Ability to properly prepare for long hours exposed to the elements.
- **Possess:** California or Nevada driver's license and show evidence of a favorable driving record. A DMV printout may be required prior to employment.
- **Subject to:** thorough background check conducted and requested by the Tahoe RCD.

Desirable Qualifications

- Two years or more of college education; 1 or more seasons of field experience; a passion for our natural resources and conservation actions
- Knowledge of watercraft, watercraft engines, decontamination machinery, and invasive species
- Experience in public outreach, customer service, and conflict resolution
- Applying analytical techniques to follow protocols, procedures and regulations

Additional Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position may require manual labor. Ability to lift up to 75 lbs; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; strength, dexterity, coordination; ability to climb, bend, stoop, squat, and reach on a frequent basis around boats; ability to communicate on a telephone, via email, and in person. Ability to properly prepare for long hours exposed to the elements.

Please Note

The length of the work season will be dependent and modified according to weather conditions. All positions are contingent upon funding and workload requirements.

How to Apply

Please submit a Tahoe RCD application (www.tahoercd.org), cover letter, resume, and 3 professional references to **Nicole Cartwright**: ncartwright@tahoercd.org. Write as a subject heading "Watercraft Inspector Application-INSERT YOUR NAME". Applications are accepted via email only.

Applications will be accepted on a continuous basis until all positions are filled.

TAHOE RCD • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. • IT IS THE OBJECTIVE OF THE TAHOE RCD TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.