



TAHOE

RESOURCE CONSERVATION DISTRICT

870 Emerald Bay Road Suite 108, South Lake Tahoe, CA 96150 • 530.543.1501 PH • TahoeRCD.org

Aquatic Invasive Species (AIS) Assistant Site Supervisor

Environmental Technician II

Salary range: \$22.00 - \$22.61 per hour

Eligible for bonuses based on attendance and standing

Full-Time, seasonal position

Summary Description

Tahoe Resource Conservation District (Tahoe RCD) is a non-regulatory special district that promotes the conservation, stewardship and knowledge of the Lake Tahoe Region's natural resources by providing leadership and innovative environmental services to all stakeholders.

The Watercraft Inspection Program (WIP) is a well-coordinated, collaborative and successful aquatic invasive species (AIS) prevention effort that provides technical assistance to project partners and residents within the Lake Tahoe region. Tahoe RCD and its program partners, including the Tahoe Regional Planning Agency, work closely together to fully implement this program on public and private lands.

As a staff member of Tahoe RCD and working under the direction of the Lake Tahoe Aquatic Invasive Species Program, the Watercraft Inspector – Assistant Site Supervisor will be responsible for watercraft inspections, watercraft decontamination services, training, documentation, reporting, on-site surveys, customer service, outreach and education, and interaction with the general public and partners of Tahoe RCD. The Assistant Site Supervisor position is physically and mentally demanding. Assistant Site Supervisors will operate as a resource for staff and provide guidance and instruction for on-duty training throughout the season, and be the acting supervisor while the Site Supervisor is away. Assistants will also act as a facilitator for staff and perform other tasks as assigned. Assistants will participate in equipment and inspection station maintenance, watercraft inspection protocol development, and provide suggestions for capital improvement. The position is located in the Lake Tahoe Region. Employment under this position requires completion of a background check and is considered to be "at will," dependent upon the needs of Tahoe RCD and the availability of funding to support the position. Upon seasonal return in good standing, the incumbent will have the opportunity to hold this position again. Position will require flexible work hours when needed including holidays, weekends, and evenings and will require manual labor.

Position Functions

The essential functions of this position include the following:

- Perform outreach and education for customers
- Perform watercraft inspections
- Perform watercraft decontaminations
- Train staff to perform necessary tasks
- Documentation, data entry and reporting
- Maintain a professional presence and demeanor

- Clear and concise communication with customers, staff, Supervisors and Management

Duties and Responsibilities

- Assistant Site Supervisors will work their assigned schedule and be responsible for the following duties and responsibilities:

Assistant Site Supervisor will work cohesively under the guidance of the Supervisor to assist with the following responsibilities:

- Train and supervise up to 5 crew members (Environmental Technician I) and coordinate assigned daily and weekly job duties
- Ensure program policies are implemented by staff
- Lead site operations, decontamination procedures, and station logistics
- Accept, organize and communicate scheduling requests, attendance and timesheets for the Supervisor when not on duty
- Take primary responsibility for answering the site phone and communication with Management
- Lead and train staff to perform outreach and education for customers and visitors at the highest level
- Maintain site equipment and inventory
- Maintain a clean and safe working environment
- Assume responsibility for the care, maintenance, and security of program property
- Conduct station personnel training
- Set a strong and dedicated work ethic example for other employees
- Encourage employee growth
- Contribute to work culture/team building
- Provide appropriate staff guidance and support in response to difficult situations
- Identify and facilitate conflicts with staff or public
- Regularly communicate and report to Site Supervisor including:
 - Problematic customer interactions
 - Staff attendance, conduct and performance
 - Identify and communicate HR issues
 - Decontamination Reports
 - Maintenance issues
 - Items added or removed from the Site Needs list
 - General information
- Ensure excellent customer service is provided by program staff
- Perform detailed watercraft inspections and decontaminations at an advanced level
- Identification of invasive aquatic organisms
- Educate the public on aquatic invasive species and responsible boating practices
- Complete tasks and assignments as assigned by management

Minimum Qualifications

- **Experience:** One to two years of experience working in a team atmosphere, preferably in a lead role.
- **Skills:** Excellent oral communication skills and ability to apply this knowledge to communicating with the public; familiarity with and/or ability to quickly learn how to implement appropriate watercraft inspection

protocols and decontamination procedures; ability to manage high traffic situations effectively; familiarity with Lake Tahoe ecological and social issues; a can-do-attitude is a must.

- **Ability to:** work on a team; exercise safe work practices at all times; exercise sound judgment; communicate effectively with the public; establish and maintain effective working relationships; maintain a professional demeanor and presence.
- **Possess:** basic computer literacy; California or Nevada driver's license and evidence of a favorable driving record. A DMV printout may be required prior to employment.
- **Subject to:** background check requested by Tahoe RCD.

Desirable Qualifications

- Two or more years of college education; a passion for natural resources and conservation
- Experience interacting with customers and providing outreach and education
- Advanced knowledge of watercraft, watercraft engines, decontamination machinery, and invasive species
- Experience in supervision, public outreach, customer service, and conflict resolution
- Applying analytical techniques to train and enforce protocols, procedures and regulations

Working Conditions

Work is performed at a desk (5%), and in the field (95%). Position occasionally requires irregular work hours when needed (overtime, evenings, weekends, and holidays).

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of the job. Position will require manual labor. Ability to lift up to 50 lbs; ability to sit, kneel, 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; ability to communicate on a telephone, via email, and in person. Ability to properly prepare for long hours exposed to the elements.. Watercraft inspections stations and boat ramps are located from approximately 6200 to 7200 feet in elevation. Summer temperatures can reach over 90°F, and snow can accumulate throughout the year. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, lightning, snow, wildfire smoke for extended periods, and/or odors.

Benefits

Position includes the following benefits: El Dorado County sick pay accrual in accordance with seasonal employment, State of California Workers' Compensation Insurance, California State Unemployment Insurance, California State Disability Insurance and Social Security. If you are currently enrolled in The California Public Employees' Retirement System (CalPERS), membership will be continued.

To Apply

Position open until filled. Send email with "*Last Name* - WIP Assistant Supervisor" in subject line and attach cover letter, resume and 3 professional references to:

Glenn Seaborn, AIS Program Coordinator

gseaborn@tahoercd.org