



TAHOE

RESOURCE CONSERVATION DISTRICT

Aquatic Invasive Species (AIS) Prevention Project Coordinator

Environmental Scientist II

Salary range - \$21.99 - \$26.93 Per Hour

Full time, seasonal position from February 1st, 2018 through November 30th, 2018

Summary Description

The 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.

Tahoe RCD is seeking an AIS *Prevention Project Coordinator* to coordinate the District's Watercraft Inspection Program (WIP). The selected candidate will assist in project coordination and implementation. The employee occupying this position is directly responsible to and managed by the Aquatic Invasive Species Program Manager. This position is from February through November with eligibility for full benefits, and is considered to be "at will" and dependent upon the needs of the Tahoe RCD and the availability of funding.

The Aquatic Invasive Species Program is a well-coordinated, collaborative and successful prevention effort that provides technical assistance to project partners and residents within the Lake Tahoe Basin and Truckee 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. For the past 10 years, Tahoe RCD and our partners have prevented the introduction of new invasive species through our rigorous and nationally recognized Watercraft Inspection Program.

Duties and Responsibilities

- Provide assistance to the AIS Program Manager in all duties required for successful coordination and implementation of the Watercraft Inspection Program (WIP)
- Compile reports and other documents for grants, permits and contracts
- Investigate and identify methods for making improvements and creating efficiencies through adaptive management, capital investment, and strategic planning
- Assist in administrative tasks and supervision of staff, including staff hiring, conducting performance reviews, discipline, scheduling, timesheets, and human resource tasks
- Assist in planning and implementation of seasonal staff and partner trainings
- Research, coordinate, and implement programmatic improvements to equipment, program resources, and procedures and protocols
- Maintain appropriate inventory of equipment and supplies for distribution
- Oversee warehouse organization, and inventory
- Responsible for procurement of WIP resources and equipment
- Develop, improve, and maintain databases for inventory, purchase tracking, maintenance, and resource distribution

- Provide leadership, support, and assistance to all program employees
- QA/QC of field staff, including implementation of continued learning and safety programs, and periodic field work days
- Provide primary leadership and supervise Service Technician positions. Coordinate and assist with scheduled and unscheduled field operations and maintenance
- Participate in and facilitate meetings with staff and partners
- Represent the RCD as needed at meetings, special events, and public presentations, including trainings, media and outreach events
- Perform additional services and other related duties as directed by Management

Qualifications

- Education and Experience: 4 year degree in a related field or equivalent consecutive and progressive coursework and demonstrated experience
- Experience with leadership, training, and supervision
- Knowledge of designing, installing, and maintaining a variety of mechanical systems
- Experience implementing protocols, procedures, and safety programs
- Experience coordinating and implementing conservation efforts
- Computer skills including knowledge of all Microsoft Office and Google Suite applications

Abilities

- Remarkable work ethic and integrity, with professional demeanor and presence
- Exceptional written and oral communication skills
- Excellent analytical skills, exercise sound judgement
- Skill in meeting facilitation and working as a part of a team
- Ability to maintain interpersonal and work relationships with staff, public and private entities
- Excellent organization and time management abilities
- Ability to work with little oversight; setting, managing, and achieving set goals

Working Conditions

Work is performed at a desk (30%), in meetings (10%) and in the field (60%). Position will require flexible work hours when needed (occasional overtime, evenings, weekends, and holidays), with basic work week being Monday-Friday. Selected candidate may be required to work in the elements for extended periods of time.

Physical 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. Ability to lift and carry up to 75 lbs and ability to sit (60%), walk (20%) and stand (20%) for intermittent periods of time and on a frequent basis; bending, kneeling, squatting, reaching overhead, stretching, and climbing; strength, dexterity; occasional use of eye and /or ear protective wear; coordination

and vision to operate personal computer and view video display terminal for frequent periods; and the ability to communicate on a telephone, via email, and in person.

Benefits

Comprehensive benefits package including, State of California Workers' Compensation Insurance, eligibility for enrollment in California Public Employees' Retirement System, California State Unemployment Insurance, Medicare, Social Security and additional deferred retirement plan available. This position receives all El Dorado County holidays, paid vacation, sick leave and health benefits including medical, dental and vision.

To Apply

Applications due by close of business Monday, February 5th 2018.

Send email with "*Last Name* - Aquatic Invasive Species Prevention Project Coordinator" in subject line and attach cover letter, resume and 3 professional references to:

Chris Kilian, AIS Program Manager

ckilian@tahoercd.org