



# TAHOE

RESOURCE CONSERVATION DISTRICT

870 Emerald Bay Road Suite 108, South Lake Tahoe, CA 96150 530.543.1501 PH 530.543.1660 FAX TahoeRCD.org

## Crew Supervisor

- Position** Resource Conservationist II – Crew Supervisor
- Location** South Lake Tahoe, California
- Salary** \$17.00 – \$21.00 per hour (depending on experience)
- Schedule** Full time, 9 months (depending on funding/crew schedule)

### Summary Description

The primary responsibilities of the Crew Supervisor is to facilitate the Tahoe Conservation Partnership (TCP) program daily operations. The TCP is a joint effort of the Tahoe Resource Conservation District (Tahoe RCD) and California Tahoe Conservancy (Conservancy). The primary focus of the TCP is assist the Conservancy with implementation of projects and other land management efforts.

### Primary Duties-Responsibilities may include, but are not limited to:

- Direct daily oversight and supervision of up to three field crews to implement projects on Conservancy lands
- Assist with field crew scheduling and project coordination
- Attend regular staff meetings; accurately deliver information to field crews
- Assist with training and performance evaluations
- Enforce Tahoe RCD policies
- Resolve field crew conflicts in a fair and professional manner; initiate disciplinary actions as needed
- Ensure safety and proper work practices; conduct regular tailgate safety meetings and other appropriate training topics
- Report injuries and incidents that occur during normal field operations
- Ensure daily project activities are properly recorded
- Carry out administrative duties including timesheets and invoice tracking
- Assist with equipment and supplies procurement
- Oversee maintenance/inventory of field/warehouse supplies/equipment
- Assist with field crew vehicle and equipment maintenance
- Ensure projects are implemented in accordance with project plans
- Assist with project planning as needed
- Perform administrative and office support activities. Duties will include data entry in Microsoft Excel and preparation of weekly reports.

### Qualifications and Abilities

- Demonstrate strong leadership and supervisory abilities
- Ability to work independently and remain organized
- Ability to manage multiple projects and shifting priorities
- Understanding of public relations and conflict resolution
- Ability to represent the Tahoe RCD and the Conservancy in a professional manner
- Ability to effectively communicate orally and in written form with peers, staff, public and agency partners
- Ability to assess a situation and develop constructive solutions

- Ability to work safely and cooperatively in a group setting under a variety of working conditions
- Ability to perform occasional manual labor in rough terrain, lift heavy objects, and work in various weather conditions
- Possession of a valid California Driver's License with clean driving record
- Effective time management skills.

### Desirable Qualifications

- Familiarity with Lake Tahoe environmental issues
- Familiarity with operation, maintenance and repair of chainsaws, wood chippers, small engines, hand tools
- Familiarity with construction, ecological restoration, and forest health principles
- Ability to interpret assessor parcel maps and identify property boundaries
- Experience with land/resource assessment and planning
- Educational background in natural resource related field
- Experience with GPS/GIS equipment and software
- Heavy Equipment experience
- Office skills and experience; ability to navigate Microsoft Suite including Excel, Word, Powerpoint

### Benefits

Comprehensive benefits package including, State of California Workers' Compensation Insurance, California Public Employees' Retirement System (after 1000 hours worked), California State Unemployment Insurance, Medicare and Social Security. This position receives all El Dorado County holidays, paid vacation, sick leave and health benefits including medical, dental and vision.

### How to Apply

Submit a letter explaining your interest and experience in the field of natural resource management/restoration/forestry and your qualifications for this position, along with a current resume and three (3) references to [jpajobs@tahoercd.org](mailto:jpajobs@tahoercd.org). Submittal via e-mail is preferred.

### Physical Requirements

The position will require manual labor. The position requires the ability to lift up to 35 lbs; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; possession of strength, dexterity, and coordination; ability to climb, bend, stoop, squat, and reach on a frequent basis; and ability to communicate on a telephone, via email, and in person.



### Contact

[jpajobs@tahoercd.org](mailto:jpajobs@tahoercd.org)

### Please Note

Housing is not included with this employment opportunity. Length of field season may be modified due to inclement weather, workload demands, and funding. Final candidates will be required to provide a DMV printout.

### Final Filing Date

July 20<sup>th</sup>, 2018

**TAHOERCD IS AN 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.**