Aquatic Invasive Species (AIS) Control Project Coordinator

Environmental Scientist II

Salary range - $21.99 - $26.93 Per Hour

Part-time, seasonal position from May through October

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 Control Project Coordinator to coordinate the District’s aquatic invasive species control efforts. 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 considered “at will” based upon available funding. The selected applicant will work from April through October.

The Aquatic Invasive Species Program is a well-coordinated, collaborative and successful prevention and control effort that provides technical assistance to project partners and residents within the Lake Tahoe Basin and Truckee Region. Tahoe RCD and its program partners work closely together to fully implement this program on public and private lands.

Duties and Responsibilities

Project Planning and Management

▪ Under the supervision of the AIS Program Manager, coordinate and implement the District’s aquatic invasive species control projects
▪ Develop and maintain working relationships and partnerships with public and private entities
▪ Develop and prepare permit applications for AIS control projects, and fulfill reporting requirements
▪ Coordinate contractors’ schedules and facilitate access with landowners
▪ Ensure completion of projects within scope and budget
▪ Provide assistance to the AIS Program Manager as directed in all duties required for successful coordination and implementation of the AIS control program

Project Implementation

▪ Oversee and direct subcontractors in the field, maintain and manage all data collected during control and survey work
▪ Provide quality assurance and quality control of all subcontractor work
▪ Implement protocols for water quality monitoring during control procedures
▪ Responsible for procurement of control resources and equipment
▪ Oversee warehouse safety, organization, and inventory

Aquatic Invasive Species Prevention Project Coordinator
Aquatic Invasive Species Program
*Program Development*

- Investigate innovative methods for plant control
- Investigate and implement methods for improving efficiencies through adaptive management, capital investment, and strategic planning
- Write press releases and contribute material to District Outreach and Education program
- Facilitate and attend meetings with partners and stakeholders
- Perform additional services and other related duties as directed by management

*Qualifications*

- Education and Experience: 4-year degree in a related field (Environmental Science, Conservation Management, Biology, Ecology, etc.) and at least 2 years demonstrated experience in conservation program implementation with progressive leadership roles
- Experience implementing protocols and procedures
- Knowledge of aquatic invasive species identification, threats, and management strategies and techniques
- Demonstrated writing skills (e.g. grant proposals and final reports)
- Experience coordinating and implementing conservation efforts
- An understanding of Conservation Districts and a familiarity with the Lake Tahoe Basin and surrounding communities is desirable

*Abilities*

- Remarkable work ethic and integrity, with professional demeanor and presence
- Exceptional written and oral communication skills
- Excellent analytical skills and 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 (40%), in meetings (10%) and in the field (50%). 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 (40%), walk (30%) and stand (30%) 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**
Benefits package including: State of California Workers’ Compensation Insurance, eligibility for enrollment in California Public Employees’ Retirement System, California State Unemployment Insurance, Medicare, and Social Security. This position receives 3 paid sick days per season in accordance with California Law.

**To Apply**
Applications due by close of business Monday, April 2 2018.
Send email with “Last Name - Aquatic Invasive Species Control Project Coordinator” in subject line and attach cover letter, resume and 3 professional references to:

Chris Kilian, AIS Program Manager
ckilian@tahoercd.org