



# TAHOE

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## RESOURCE CONSERVATION DISTRICT

### **Watercraft Inspector – Site Lead**

*Resource Conservationist II Step II*

*Salary range - \$14.00 - \$18.00 Per Hour*

*Full-time, year-round position with benefits*

### **Summary Description**

As a staff member of Tahoe Resource Conservation District (Tahoe RCD) and working under the direction of the Lake Tahoe Aquatic Invasive Species Program, the Watercraft Inspector – Site Lead will be responsible for watercraft inspections, watercraft decontamination services, documentation, reporting, on-site surveys, customer service and interaction with the general public and partners of Tahoe RCD. Employment under this position is full-time, year-round and considered to be “at will,” dependent upon the needs of Tahoe RCD and the availability of funding to support the position. The position is located in the Lake Tahoe Basin.

The work of a Watercraft Inspector-Site Lead is physically and mentally demanding. Site Leads will operate as a resource for staff and provide guidance and instruction for on-duty training throughout the season. Site Leads will also participate in maintenance, and suggestions for capital improvement and assist management in protocol development and enforcement. Position will require flexible work hours when needed including holidays, weekends, evenings and will require manual labor.

### **Classification Description**

- **Site Lead Summer (May-October):** Site Leads will be responsible for the following duties and responsibilities:
  - Supervise up to 5 station personnel and coordinate assigned daily and weekly job duties
  - Ensure program policies are implemented by staff
  - Lead site operations, decontamination procedures, and station logistics
  - Maintain site equipment and inventory
  - 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
  - Evaluate employee performance and encourage employee growth
  - Oversee staff time-keeping and attendance
  - Maintain a professional presence and demeanor at all times
  - Provide appropriate staff guidance and support in response to difficult situations
  - Identify and facilitate conflicts with staff or public

- Regularly communicate and report to acting supervisor
  - Assist in development of program performance standards and assure standards are achieved
  - Ensure excellent customer service is provided by program staff
  - Assist with updating program resources and documents
  - Perform detailed watercraft inspections and decontaminations at an advanced level
  - Identification of invasive aquatic organisms
  - Educate the public on aquatic invasive species
  - Collect information from inspection surveys and enter into database
  - Identify efficiencies and provide solutions
  - Other duties as assigned by the Program Management
- **Site Lead Winter (October-April):** During the winter, site leads will work individually to operate all facets of the Watercraft Inspection Program at boat ramps. Duties will include:
    - Execute seal inspections at winter boat launch locations
    - Perform detailed watercraft inspections and decontaminations at winter boat launch location
    - Facilitate boat launch and parking fee collection
    - Collect boater information from seal inspections and enter into the database
    - Regularly communicate and report to acting supervisor
    - Complete tasks and assignments as assigned by management

### Minimum Qualifications

- **Skills:** Excellent 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 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; 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.

- **Possess:** basic computer literacy; 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:** background check conducted and requested by Tahoe RCD.

### Desirable Qualifications

- Two years or more of college education; a passion for our natural resources and conservation actions
- 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 follow protocols, procedures and regulations

### Working Conditions

Work is performed at a desk (5%), in meetings (1%) and in the field (94%). Position will require flexible work hours when needed (occasional 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 essential functions of the job. Position may require manual labor. Ability to lift up to 50 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; ability to communicate on a telephone, via email, and in person. Ability to properly prepare for long hours exposed to the elements. The Tahoe RCD office is located at approximately 6,226 feet. Summer temperatures can be over 80 degrees and snow can accumulate throughout the year. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, and/or odors.

### To Apply

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

Chris Kilian, AIS Program Manager

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