



# TAHOE

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## RESOURCE CONSERVATION DISTRICT

### **Aquatic Invasive Species (AIS) Assistant Site Supervisor**

*Environmental Technician II*

*Salary range - \$16.50 - \$24.99 Per Hour*

Full time, seasonal position on the North shore of Lake Tahoe from May through September

#### **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 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.

As a staff member of Tahoe RCD and working under the direction of the Watercraft Inspection Program (WIP), the Assistant Site Supervisor 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. The position is located on the North shore of Lake Tahoe. Employment under this position is full-time, seasonal and considered to be "at will," dependent upon the needs of Tahoe RCD and the availability of funding to support the position.

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. Assistant Site Supervisors will also participate in maintenance, and suggestions for capital improvement and assist Supervisors in protocol development and enforcement. Position will require flexible work hours including holidays, weekends, evenings and will require manual labor.

#### **Essential Functions:**

The essential functions of this position include the following:

- Perform watercraft inspections
- Perform watercraft decontaminations
- 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 Supervisor will work cohesively under the guidance of the Supervisor to assist with the following responsibilities:

- 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
- 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
- Encourage employee growth
- 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:
  - Problem customer interactions
  - 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

## Minimum Qualifications

- **Experience:** One to two years experience in watercraft inspections, invasive species, customer service, supervision or related fields.
- **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; 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 show 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 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%), 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 essential functions of the job. Position may 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. Tahoe RCD's office is located at approximately 6,226 feet. Summer temperatures can be over 90 degrees and snow can accumulate throughout the year. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, smoke and/or odors.

### 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:

Chris Kilian, AIS Program Manager

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