



Program Coordinator/Crew Supervisor

Position	Program Coordinator/Crew Supervisor
Location	South Lake Tahoe, California
Salary	\$25.56 – \$31.96 per hour (depending on experience)
Schedule	Full time, year round

Position Description

The Program Coordinator/Crew Supervisor supervises field crews and oversees restoration, forestry, and maintenance project implementation on California Tahoe Conservancy (<http://tahoe.ca.gov>) and Tahoe Resource Conservation District lands. This position includes administrative responsibilities and acts as a liaison between the Tahoe Resource Conservation District (Tahoe RCD) and the California Tahoe Conservancy (Conservancy). This position may require flexible work hours when needed including holidays, evenings and weekends.

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

Crew Supervision and Daily Operations

- Direct daily operations and supervision of field crew members
- Supervise one (1) Program Assistant who will assist with day-to-day field and crew operations
- Schedule and prioritize field crew activities, June through November
- Coordinate field projects with Conservancy and Tahoe RCD staff
- Schedule biological surveys as required for project implementation
- Implement and oversee restoration, forestry and maintenance projects on Conservancy and Tahoe RCD lands
- Ensure projects are implemented in accordance with project plans and environmental requirements
- Ensure daily project activities are properly documented
- Inspect Conservancy and Tahoe RCD lands and identify management issues
- Interact with members of the public, various vendors, and partner agencies
- Oversee warehouse maintenance and repair needs
- 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 safety meetings and other appropriate training topics
- Report injuries and incidents that occur during normal field operations
- Manage field vehicle fleet; coordinate with Conservancy staff on fleet issues and needs

Administrative Support

- Recruit, interview, hire seasonal field crew staff
- Plan and prepare training and orientation materials and activities
- Carry out administrative duties including timesheet and invoice approval and tracking
- Procure equipment and materials following specific procurement guidelines
- Utilize GPS equipped tablets for property inspection and work order creation purposes
- Utilize Property Data Management System software to create, edit, and print work order information
- Perform data entry; GIS map creation, protocol development
- Develop progress and end of season reports
- Schedule and facilitate meetings between Conservancy and Tahoe RCD staff
- Conduct crew performance evaluations

- Attend regular staff meetings for both agencies

Required 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 manual labor in rough terrain, lift heavy objects, and work in various weather conditions
- Office skills and experience; ability to navigate Microsoft Suite including Excel, Word, PowerPoint
- Possession of a valid California Driver's License with clean driving record
- Effective time management skills

Desirable Qualifications

- Familiarity with Lake Tahoe environmental issues
- Experience with GPS/GIS equipment and software
- Experience with land/resource assessment and planning
- 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
- Educational background in natural resource related field
- Heavy equipment and trailering experience

Benefits

Comprehensive benefits package including, Workers' Compensation Insurance, Enrollment in California Public Employees' Retirement System, California State Unemployment Insurance, Medicare and Social Security. This position receives all designated paid 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:

Meg Peart, Human Resources Coordinator

mpeart@tahoercd.org with the subject "Last Name – Program Coordinator/Crew Supervisor"

Physical Requirements

The position will require manual labor. The position requires the ability to lift up to 50 pounds; 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

Meg Peart, Grant Manager/Human Resources, mpeart@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 Filing Date

Extended to Friday, September 18, 2020

TAHOE RCD 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.