

MONTHLY SALARY RANGE #17
\$4,631 - \$5,629 Monthly

DESCRIPTION

This position is for the Invasive Mussel Program and reports regularly to both Vacaville and Napa (Lake Berryessa), CA. This position is a regular full-time position, reporting hours vary dependent on the time of year.

DEFINITION

Under direct or general supervision, performs watercraft inspections, watercraft decontamination services, assists in supervision of Agency interns, documentation, reporting, inspection site logistics, on-site surveys, customer service and interaction with the general public, and cooperators of the U.S. Bureau of Reclamation and concessionaires of Lake Berryessa.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Principal Water Resources Specialist and the Lake Berryessa Mussel Education and Prevention Program Manager. May exercise supervision of Lake Berryessa Mussel Education and Prevention Program interns.

CLASS CHARACTERISTICS

This is the entry-level class. Initially under close supervision, incumbent performs more routine duties while learning and becoming familiar with a variety of Agency systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Logistical planning and preparation to implement field work project.
- Lead site operations and station logistics as directed by the Agency.
- Follow procedures and ensure proper inspection/decontamination protocols and Agency policies are implemented and followed.
- Set a strong and dedicated work ethic example for interns.
- Assist in supervising station personnel and coordinate/assigned daily and weekly job duties: inspections; decontaminations; data collection, entry, timesheet submittal, organization/cleaning, etc.
- Maintain accurate site equipment inventory and submit timely equipment requests to management staff to ensure station is properly stocked.

- Respond to difficult situations and provide appropriate guidance and support.
- Regularly communicate and report to acting supervisor and project manager.
- Assist in development of program performance standards and assure standards are achieved.
- Assist in adaptive management processes to improve effectiveness and efficiency of program.
- Maintain a professional presence and demeanor at all times.
- Assist with updating program materials such as protocols and annual reports.
- Conducts field inspections, investigations, and monitoring and data gathering for the Agency.
- Build and maintain positive working relationships with co-workers, other Agency employees, elected officials, contractors, and the public using principles of good customer service.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Perform other duties as required or assigned.

QUALIFICATIONS

Knowledge of:

- Safe practices for operation of powered equipment and working around moving traffic.
- Effective communication techniques and public relations.
- Safety principles and practices.
- Computer applications related to the work, particularly database applications and Microsoft office.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public in person and over the telephone.

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 inclement weather.
- Exercise sound judgement and communicate effectively.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines and objectives
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Experience operating a tow hitch and trailer and powered equipment such as pressure washers or pumps is desired but not required. No specific educational requirements. Previous supervisory experience is desired but not required.

License and Certifications:

Possession of an appropriate current California driver's license and a satisfactory driving record. Must be available and willing to travel to attend training for the Level II Watercraft Inspection and Decontamination provided by the Agency.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform heavy physical work, operate powered equipment, operate varied hand and power tools; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull heavy materials and objects up to 50 lbs with or without assistance necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees mostly work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Occurrence of poison oak, ticks, bees/wasps, snakes, and other possible hazards is prevalent in routine work environment. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing Agency policies and procedures.

WORKING CONDITIONS

Will be required to work mostly on weekends, holidays, and sometimes more than 8 hours a day.

CURRENT EMPLOYEE BENEFITS

RETIREMENT - The Agency participates in CalPERS retirement program. New employees have a defined benefit formula of 2% at age 62 and pay a contribution rate of 50% of the normal cost. The Agency is not enrolled in Social Security.

HEALTH BENEFITS – The Agency has a cafeteria plan for medical insurance (through PERS). Up to \$12,500 per year is available for medical insurance costs. 25% of any unutilized benefits in the cafeteria

plan is reimbursed to the employee at the end of the calendar year. The Agency pays the cost of the following benefits:

- Dental Insurance for employee and dependents.
- Disability Insurance for the employee.
- Long-Term Care Insurance for the employee and dependents up to \$800 per year.
- Post-Retirement Health.

LEAVE - Regular full-time employees accrue vacation leave at the rate of 15 day per year. After three (3) years employees accrue vacation leave at the rate of 20 days per year. Regular full-time employees accumulate 12 sick leave days per year.

HOLIDAYS – This position may be required to work holidays; however, holiday pay is provided at a rate of time and a half the base rate of pay.

OTHER BENEFITS – Employees may elect to participate in a deferred compensation plan and/or a flexible spending account plan.