

River Friendly Landscaping Conservation Assistant

Truckee River Watershed Council
P.O. Box 8568
Truckee, CA 96162
530-550-8760
www.truckeeriverwc.org

JOB TITLE: Conservation Assistant

STATUS: Non-Exempt employee of Truckee River Watershed Council.

HOURS: 20 hours per week required, with option to work up to 40 hours per week. Evenings and week-ends may be needed. This position will begin on April 20, 2012 and will run through December 31, 2012.

SUPERVISION RECEIVED: Reports to the Program Director.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Requires prolonged sitting, frequent standing, bending, walking, stooping and occasional lifting up to 50 pounds. Requires normal range of hearing and manual dexterity sufficient to operate keyboard, telephone, photocopier, calculator, camera, GPS unit and other equipment as needed. Requires ability to at times work under stressful conditions and to work irregular hours and ability to deal with difficult individuals.

TYPICAL WORKING CONDITIONS: Work is performed in an office environment and in the field. Involves frequent contact with staff and the public. Work may be stressful at times.

GENERAL SUMMARY OF DUTIES AND RESPONSIBILITIES:

Initial Site Analysis and
On-site Meeting

The Conservation Assistant (CA) is the primary contact from initial contact to Completion Award. The CA determines location, contact information and makes an appointment to visit the site. The CA performs a drive-by to determine the site characteristics and proximity to surface water and any obvious problems followed by the scheduled on-site meeting with the property owner to determine possible erosion control measure areas. This involves measuring pervious surfaces (including the roof, driveway, and deck areas) and photographing the property and affected areas.

Treatment Workbook and
Coordination with Tahoe
RCD or Engineer/
Consultant

- Conservation Assistant will begin work on:
 - The Treatment Workbook.
 - The Site Evaluation Recommended Treatments form.
 - Determining if 'Cluster Practices' would be more appropriate or necessary.
- Follow up review by Tahoe RCD or Engineer/Consultant
- The CA will prepare a Treatment Workbook of the recommended treatments to include:
 - Measurements of specific measures and locations for any drainage basins.
 - Detailed Site Plan of Property.
- The CA will present this report to the TRCD or the engineer for his/her recommendations.
- The CA will provide a list of contractors to the property owner.

Verify On-going and Completed Work

The CA will verify the on-going work with photographs of work in progress and completed measures

Issue Certificate of Completion / Facilitate Rebate to Property Owner

The CA will coordinate with the Town of Truckee and Placer County to prepare and present the certificate of completion and award and will follow up with the property owner to facilitate the property owner receiving the rebate.

PERFORMANCE REQUIREMENTS:

Knowledge, Skills and Abilities

1. Excellent communication skills, including writing, proofreading, and speaking.
2. High level of computer literacy, including MS Office, Photoshop, Google mapping.
3. Experience in maintaining content and databases on the internet.
4. Experience in coordinating, producing and mailing reports.
5. Skill in establishing and maintaining effective working relationships.
6. Ability to manage multiple projects, adjust to shifting priorities, and meet deadlines.
7. Ability to work independently and as a member of a team.
8. Ability to produce high quality work with accuracy and attention to detail.

EDUCATION/EXPERIENCE: Bachelor's degree (B.A./B.S.) from four-year college or university in related field such as soil science, resource management, environmental studies, marketing, etc.; or five years demonstrated experience in construction or environmental field work.

Experience with a non-profit organization is preferred.

Highly motivated, independent, self-starter.

CERTIFICATES/LICENCES: Must have a valid driver's license.

SALARY AND BENEFITS: Salary is \$20/hour.

APPLICATION: Please send a complete application to jobs@truckeeriverwc.org.

Only complete, electronic applications will be accepted.

Applications will be considered on rolling schedule and accepted until March 23, 2012, 5:00pm

A complete application includes:

- cover letter
- resume
- three professional references