



## Career Opportunity Vacancy No. 2145

220 Nellen Avenue Corte Madera CA 94925-1169  
[www.marinwater.org](http://www.marinwater.org)

### Watershed Aides

Open to all interested persons

Please review **ALL** information in this job announcement for deadlines, information and changes.

A District application and supplemental questionnaire response are required for consideration. These positions are “open until filled”. Therefore, it is recommended that interested persons **apply as soon as possible as the recruitment may be closed at any time.**

In addition to consideration for the current needs for Watershed Aides, applications for Watershed Aides will be retained for consideration for future Watershed Aide opportunities for which the applicant is qualified.

Salary: \$18.02 to \$20.82 per hour  
Posted: 9/15/2017

**Open until Filled**  
**Recruitment may be closed at any time**

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#### POSITION DESCRIPTION

The District has a need for Watershed Aides, to serve in one of four distinct areas. These positions are all within the Watershed Management programs of the District’s Facilities & Watershed Management Division, and are in the four areas of:

- ***Vegetation Management,***
- ***Volunteer Management/Environmental Education & Community Engagement,***
- ***Watershed Maintenance, or***
- ***Watershed Protection/Ranger Aide.***

These positions are all for full-time (40 hours per week), temporary Watershed Aides for terms of up to six (6) months in duration. The start dates, days and hours worked also vary by position and need.

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#### **The current needs are:**

Two (2) Watershed Aides in the area of ***Vegetation Management.*** The assignment is for up to six (6) months. The work shift is Monday through Friday 7:00 a.m. to 3:30 p.m., and may include weekends, holidays and shift changes. December 2017 start dates. Apply immediately for consideration. **Apply immediately for consideration.**

Two (2) Watershed Aides in the area of ***Volunteer Management/Environmental Education & Community Engagement.*** The assignment is for up to six (6) months. The work shift is Tuesday through

Saturday 8:00 a.m. to 4:30 p.m., and may include weekends, holidays and shift changes. November 2017 start date. **Apply immediately for consideration.**

Three (3) Watershed Aides in the area of **Watershed Maintenance**. The assignment is for up to six (6) months. The normal work shift is Monday through Friday, hours 6:30 a.m. to 3:00 p.m. May coordinate AOWP work crew (County of Marin Adult Offender Work Program) with an assignment and schedule Tuesday through Saturday hours 6:30 a.m. to 3:00 p.m. January 2018 start date. **Apply immediately for consideration.**

One (1) Watershed Aide in the area of **Watershed Protection/Ranger Aide**. This assignment is for up to six (6) months. The work shift includes both Saturdays and Sundays, with two weekday days off and hours worked to be determined, and may include holidays and shift changes. January 2018 start date. **Apply immediately for consideration.**

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## DEFINITION

These are unrepresented (i.e., non-union), seasonal positions. Incumbents are expected to work a flexible schedule, which may include weekends and holidays. Job duties may include physical labor, maintenance, technical, scientific, educational and clerical assignments. Watershed Aides are assigned to Vegetation Management, Volunteer Management/Environmental Education & Community Engagement, Watershed Maintenance, or Watershed Protection/Ranger Aide.

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## EXAMPLES OF DUTIES

*Tasks within the area of assignment may include, but are not limited to, the duties listed below. In addition to the listed duties, each employee assigned to this classification may perform additional duties pertinent to the area of assignment.*

## VEGETATION MANAGEMENT

- Assists regular staff with the maintenance and restoration of watershed lands;
- removes exotic plant species and plants native vegetation;
- maps watershed features including facilities and natural resources using a global positioning system;
- enters data into watershed geographic information system;
- conducts natural resource field surveys including habitat assessments, rare plant surveys, and permanent vegetation plots;
- maintains radio communications with field staff;
- follows safe work practices and observes safety rules and precautions to ensure a safe work environment;
- drives light trucks to and from various locations throughout the watershed to conduct District business;
- performs administrative tasks including data entry and report production;
- directs interns and volunteers in execution of scientific protocols and habitat restoration activities; and
- performs other duties as assigned.

## VOLUNTEER MANAGEMENT/ENVIRONMENTAL EDUCATION & COMMUNITY ENGAGEMENT

- Assists regular staff with the maintenance and restoration of watershed lands;

- removes exotic plant species and plants native vegetation;
- organizes and co-leads volunteer habitat restoration and plant monitoring events, including production and distribution of outreach and educational material;
- serves as liaison to partner schools, environmental and community service organizations, interns and crews;
- schedules events, gives classroom presentations, and assists instructors in processing and analyzing student-collected data;
- maintains radio communications with field staff;
- follows safe work practices and observes safety rules and precautions to ensure a safe work environment;
- drives light trucks to and from various locations throughout the watershed to conduct District business;
- performs administrative tasks including maintenance of volunteer database, and production of volunteer outreach materials including web postings, mailings and posters; and
- performs other duties as assigned.

### **WATERSHED MAINTENANCE**

- Assists regular staff with the maintenance and restoration of watershed lands;
- works with Marin County Adult Offender Work Program (AOWP) participants on Saturdays
- constructs or maintains fuel breaks;
- removes exotic plant species and plants native vegetation;
- constructs fish habitat improvement;
- installs erosion control structures;
- may work on a crew preparing for and conducting prescribed burns;
- supports heavy equipment operation and maintenance used in vegetation management;
- maintains radio communications with field staff;
- follows safe work practices and observes safety rules and precautions to ensure a safe work environment;
- drives light trucks to and from various locations throughout the watershed to conduct District business;
- operates construction equipment and a variety of hand and power tools in the maintenance of watershed lands and facilities; and
- performs other duties as assigned.

### **WATERSHED PROTECTION/RANGER AIDE**

- Collects visitor day-use fees and issues the proper watershed pass;
- maintains security of radio, cash, materials, and supplies;
- maintains radio communications with field staff and assists watershed personnel as requested;
- performs administrative tasks including completing daily cash summaries, verifying and securing receipts, and recording annual pass sales;
- inspects park facilities for cleanliness and empties trash containers, refills dispensers and cleans restroom facilities as needed;
- assists with patrol of areas to aid visitors and prevent vandalism and misuse;
- assists in interpretation of laws, ordinances, rules and regulations;
- may enforce parking regulations;
- may administer first aid as directed or consistent with level of training;

- maintains signs, roads, trails and recreation areas including picking up trash;
- follows safe work practices and observes safety rules and precautions to ensure a safe work environment;
- drives light trucks to and from various locations throughout the watershed to conduct District business;
- operates construction equipment and a variety of hand and power tools in the maintenance of watershed lands and facilities; and
- educates and assists the public by answering questions regarding the watershed.

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#### QUALIFICATIONS

**NOTE: The following knowledge and abilities reflect the qualifications for the various positions and is dependent upon the particular assignment. The applicant is NOT expected to have all of the knowledge and/or abilities listed below.**

#### Knowledge of:

- Basic methods and procedures used in natural resources maintenance and restoration;
- basic use of hand and power tools related to the work;
- common native and non-native plants;
- basic safety procedures related to the work;
- customer service policies and techniques for dealing with the public;
- volunteer management, environmental education and group leadership;
- basic computer applications related to the work (Word and Excel);
- principles, practices and methods of natural resource management;
- principles, practices and methods of fishery and wildlife management.

#### Ability to:

- Perform routine landscape, parks and open space operations and maintenance work;
- direct and coordinate volunteers conducting habitat restoration activities;
- use and maintain hand and power tools used in park facility, resource and grounds maintenance;
- make field observations and accurately record and maintain scientific data;
- learn watershed landmarks, facilities and trail system and MMWD Land Use Regulations;
- utilize safety procedures and equipment, recognizing and reporting potential safety hazards;
- follow oral and written directions;
- act appropriately in emergency situations;
- establish and maintain effective working relationships with those contacted in the course of the work;
- work varying shifts including weekends and holidays;
- learn, interpret and apply pertinent subject matter, procedures, precedents and policies;
- use good judgment in choosing among available alternatives, recognizing scope of authority, seeking assistance, and making referrals;
- use a personal computer with related software applications;
- organize own work, set priorities and meet deadlines;
- effectively communicate verbally and in writing, with the public, in person, and over the telephone;
- drive a vehicle safely on unimproved road surfaces;
- swim, depending upon job assignment, and
- make field observations and accurately record and maintain scientific data.

#### TRAINING AND EXPERIENCE

Any combination of training and experience that would be likely to provide the required knowledge and abilities would be:

- Successful completion of the 12th grade or equivalent.

#### **The following experience and abilities are desirable, dependent upon the assignment:**

- Some direct experience or college level education in environmental education, park operations and maintenance, environmental resources, biology, natural resources management or similar field;
  - experience dealing with the public, and working with volunteers and/or youth groups;
  - proficiency using Microsoft Word and Excel;
  - working knowledge of GPS and GIS (ESRI ArcMap 9.x or higher);
  - familiarity with plant species of the Bay Area, and field survey methods for vegetation (Vegetation Management assignment);
  - care and maintenance of power and hand tools (Maintenance assignment);
  - possession of a current PC 832 certificate (Watershed Protection/Ranger Aide assignment).
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#### OTHER REQUIREMENTS

- Driving is an essential function of this position. Employees who drive on District business to carry out job-related duties must possess an appropriate California driver's license issued by the State Department of Motor Vehicles and meet insurability requirements of the District including review of recent driving history and maintain a satisfactory driving record;
  - per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law";
  - willingness to work on weekends, holidays and varying shifts, as the operation requires;
  - wear appropriate attire as provided; and
  - acquire safety or fire boots that meet District specifications.
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#### **Physical Demands and Working Conditions**

Most assignments require mobility to work in both landscaped and open space settings, including dexterity to use a variety of office equipment and maintenance tools and equipment; strength and stamina to perform heavy physical labor and to lift materials weighing up to 50 pounds and heavier weights with proper equipment. The employee may use grounds keeping and landscaping tools such as rakes, shovel spades, brooms, pruning shears, pole loppers, chainsaws, brushcutters and wheel barrows; perform heavy manual labor for extended periods such as digging, trenching and pruning. The employee walks on uneven or un-level ground surfaces such as hills, slopes, streams, ditches or trenches, and works at heights up to ten to twelve feet climbing ladders or stairs. Depending upon assignment, the employee works in or in close proximity to lakes and creeks and must be able to swim. The position requires hearing and speech to communicate in person and over the telephone; and vision to read printed materials and a computer screen. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust, and may work with chemicals, pesticides and insecticides using normal and specialized protective equipment. The employee must be willing to work independently, off-hours and weekend schedules and outdoors in any weather condition.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the*

*position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

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#### **APPLICATION AND SELECTION PROCESS**

To be considered for this career opportunity, applicants must submit the following information to the Human Resources Department by the filing deadline shown on this announcement:

- a. Properly **completed District application**. Clearly state the title of the position for which you are applying.
- b. **Supplemental application**. The attached page of supplemental questions will be a primary tool in evaluating qualifications for this position. The responses will be evaluated along with the completed application form. Applications received without completed Supplemental Responses will not be considered.
- c. Resume. Strongly recommended (see below).

A resume may be included but does not substitute for a completed application. Applicants meeting the minimum qualifications are not guaranteed advancement in the selection process. **It is the sole responsibility of the applicant to show that he/she meets the minimum qualifications in this job announcement.**

#### **SPECIAL NOTE FOR INTERNAL APPLICANTS:**

NOTE: Please do NOT assume the recruiter or panel members know what you do and what experience you have. It is strongly recommended that you include a resume and clearly show that you meet the minimum qualifications. Do NOT put "see resume".

Screening decisions are based on the application materials submitted. Personnel files, training records, etc. are NOT necessarily accessed and reviewed by Human Resources in determining which applicants will move forward in the process.

The examination process may consist of an application screening, written and/or practical test, and oral and/or final interviews. All applicants will be notified of the disposition of their application. Based upon information provided in the application documents, the applicants presenting the best job-related qualifications will be invited to continue in the process. An eligibility list may result from this examination process.

Applicants who are selected for district employment may be subject to a background & credit check conducted by an outside agency and must take and pass a pre-employment/pre-duty medical exam and drug and alcohol test. Depending upon job duty assignments, the applicant may be required to submit an original California Department of Motor Vehicles H-6 printout (10-year history). Current employees are exempt from this requirement.

Per Labor Code § 432.9, inquiries about an applicant's criminal history are not made on the initial employment application. That information may be requested later for applicants who meet requirements for the position and who move forward in the recruitment process.

**Do NOT submit either conviction information or the DMV H-6 until requested to do so.**

You may apply **ONLINE** through **CalOPPS** at:

[Click Here for Watershed Aide Opportunity](#)

Online applications are **strongly encouraged** and will be accepted until 5:00 p.m. on the filing deadline date.

A manual application packet may also be obtained by calling 415-945-1434, or in person at MMWD/HR, 220 Nellen Avenue, Corte Madera, CA 94925. **The filing deadline time for in-person manual application and faxed application submissions is 4:30 p.m. on the filing deadline date.**

If application materials are faxed, the originals of the submissions must be mailed and post marked by the filing deadline date indicated in the job posting.