

CITY OF BELLINGHAM

CLASSIFICATION SPECIFICATION

CLASS TITLE: Aquatic Invasive Species Prevention Program Lead

UNION:1937

DEPARTMENT: Public Works – Natural Resources

SG:4

CS:N

FLSA:Y

EEO4CODE:SM

SEASONAL

NATURE OF WORK:

This position fulfills seasonal Aquatic Invasive Species Prevention Program objectives by providing education and watercraft inspection and decontamination services to recreational boaters. The position will interact with members of the public, collect and track survey information, provide boat inspection and decontamination training and communicate with other state and local government staff. This position is responsible for assisting in the preparation and launch of the AIS season as well as in the gathering of data and report preparation at the end of the season. Serves as lead to lower classified AIS Program Staff with responsibility for providing on-site instruction, day-to-day direction, communication and assisting in ensuring professional delivery of service to the public. The AIS Lead may be required to obtain Watercraft Inspection Training Level II Inspector and Decontaminator training and certification.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the Aquatic Invasive Species Program Staff by its greater experience and independence in performance of duties, additional responsibility for providing day-to-day oversight of the work of lower classified staff, and by providing assistance with training and technical direction.

This position is distinguished from the AIS Program Assistant by its focus on conducting inspections in the field and the AIS Program Assistant's greater responsibility for applying specialized program and system knowledge in providing broad administrative and technical support of the AIS program including implementation, monitoring and ongoing record-keeping.

SUPERVISORY RELATIONSHIP:

Reports to the Aquatic Invasive Species Program Coordinator. Works under general supervision in accordance with City and departmental policy and procedure and applicable federal, state and local statutes, regulations and guidelines. Acts as lead worker and provides technical guidance and day-to-day direction to lower classified staff, volunteers and interns.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs detailed watercraft inspections and decontaminations for the prevention of the spread and establishment of aquatic invasive species in Lake Whatcom, Lake Samish and other area lakes.
2. Provides information to the public on aquatic invasive species prevention and management activities.

3. Conducts vessel history surveys with recreational boaters.
4. Maintains accurate and detailed records of work performed.
5. Collects permit fees and maintains accurate sale and receipt records for each shift.
6. Inputs vessel, inspection and permit data using smart phones in the field.
7. Provides day-to-day oversight of lower classified AIS staff in the absence of the supervisor. Ensures safe and efficient performance of daily work while providing a high level of customer service to the public. Provides on-site instruction and direction and supports the Aquatic Invasive Species Program Coordinator in implementing and communicating work assignments. Refers technical questions, conflicts and personnel issues to Supervisor.
8. Assists in the hiring and training of lower classified AIS Prevention Program seasonal staff. Provides support in reviewing experience and training requirements and implementing the annual open house hiring event. Assists in providing training for hands on and group inspections and other technical inspection functions.
9. Participates and provides feedback in regular staff meetings to assess the effectiveness of the Aquatic Invasive Species Program.
10. Performs full watercraft decontaminations of high-risk watercraft by following standard protocols used by watercraft inspection and decontamination programs in the western United States.
11. Communicates logistical needs to Supervisor.
12. Provides written and verbal reports as requested.
13. Represents the Aquatic Invasive Species Prevention Program at various educational booth exhibits, displays and fairs.
14. Assists with regularly scheduled early detection monitoring activities to detect new invasive species introductions.
15. Maintains a professional presence and demeanor at all times.
16. Performs inspection data review and analysis at the end of the season to aid in the generation of tables and figures for the annual Aquatic Invasive Species Program report.

ADDITIONAL DUTIES:

1. Performs other tasks and related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Lake ecology.
- Aquatic invasive species identification and biology.
- Issues associated with invasive species such as transport, prevention strategies and impacts.
- Basic watercraft design and operation.

- Microsoft Office software programs including Word, Excel and PowerPoint.

Skill in:

- Excellent interpersonal skills for interaction with City staff, department staff and the public.
- Effective writing and record keeping.
- Collecting, compiling and analyzing complex information and data.
- Implementation of appropriate control protocols with high risk watercraft.

Ability to:

- Obtain knowledge of the Lake Whatcom Management Program's purpose, policies and procedures, functions and practices.
- Professionally interact with the public and partner agencies.
- Work independently or as a member of a team depending upon project needs.
- Adapt and be flexible.
- Follow oral and written instructions.
- Participate in various program trainings.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
 - Stand for long periods of time during inclement hot and cold weather;
 - Bend, squat, climb and reach on a frequent basis to inspect all internal compartments and surfaces of boats and trailers;
 - Fine finger dexterity to manipulate computer keyboard, mouse and inspection equipment;
 - Travel on foot to remote areas with uneven ground;
 - Travel and movement on a boat;
 - Collect and input monitoring and inspection data during inclement weather;
 - Occasionally lift and carry up to 50 lbs.

WORKING ENVIRONMENT:

Work is performed primarily outdoors near water bodies at both rural and urban locations for the duration of seasonal employment. Involves working independently outdoors for long hours in all types of weather. Stands or walks for extended periods of time over rough terrain when performing inspections and conducting vessel screening surveys. Some exposure to conditions such as dust, fumes, noise or odors may occur. Work is intermittently performed in an office setting which may require prolonged periods of sitting. Requires flexible working hours, including evenings, weekends and holidays. Travel may be required to attend training. Employees are required to wear personal protective equipment, use appropriate safety equipment and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of one full season of AIS Prevention Program experience.
- Experience working with the public on a daily basis in public outreach, customer service or similar.
- Demonstrated experience in a team leader role preferred.
- Course work in environmental science or knowledge of lake aquatic ecology preferred.
- Experience working with watercraft or basic knowledge of watercraft design and operation preferred.
- High level of comfort using smart phones to collect and process data preferred.

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and satisfactory driving record. Must provide a three-year driver's abstract prior to hire.
- Watercraft Inspection Training Level II Inspector and Decontaminator certification preferred.
- Must be at least 18 years of age.
- Employment contingent upon passing a Washington State Adult/Child Abuse records check, criminal conviction and local background check.

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