**CITY OF BELLINGHAM**

**CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** **Aquatic Invasive Species Prevention Program Staff** **UNION:1937**
**SG:103**
**DEPARTMENT:** **Public Works – Natural Resources** **CS:N**
**FLSA:Y**
**EEO/ SOC CODE:SM/19-4099**
**SEASONAL**

## NATURE OF WORK:

This position fulfills seasonal Aquatic Invasive Species Prevention Program objectives by providing education and watercraft inspection and basic 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.

## DISTINGUISHING CHARACTERISTICS:

The Aquatic Invasive Species Prevention Program Staff is an entry level position performing watercraft inspection and basic decontamination services to recreational boaters under the guidance of higher classified staff.

This position is distinguished from the Aquatic Invasive Species Prevention Program Staff Lead by the Lead's greater level of oversight and instruction required in the performance of assigned duties.

## SUPERVISORY RELATIONSHIP:

Reports to the Aquatic Invasive Species Program Coordinator. Works under close supervision of a lead worker or other supervisory personnel and in accordance with City and departmental policy and procedure and applicable federal, state and local statutes, regulations, and guidelines. Receives direction and training from higher classified positions within the unit.

## ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides information to the public on aquatic invasive species prevention and management activities.

2. Performs detailed watercraft inspections and basic decontaminations for the prevention of the spread and establishment of aquatic invasive species in Lake Whatcom, Lake Samish and other area lakes.

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. Communicates logistical needs to Supervisor.

8. Provides written and verbal reports as requested.

9. Represents the Aquatic Invasive Species Prevention Program at various educational booth exhibits, displays and fairs.

10. Maintains a professional presence and demeanor at all times.

## 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; and
  - 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. Employees are required to wear personal protective equipment, use appropriate safety equipment and follow standard safety practices.

## EXPERIENCE AND TRAINING REQUIREMENTS:

- Experience working with the public on a daily basis in public outreach, customer service or similar.
- 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.
- 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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