CITY OF BELLINGHAM

CLASSIFICATION SPECIFICATION

CLASS TITLE: **Aquatic Invasive Species Prevention Program Lead** **UNION:1937**
SG:104
DEPARTMENT: **Public Works – Natural Resources** **CS:Y**
FLSA:Y
EEO4/SOCCODE:SM/19-4099

NATURE OF WORK:

This position fulfills seasonal Aquatic Invasive Species (AIS) Prevention Program objectives by providing education, 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. Supports the stormwater program through assisting with field inspections of privately owned stormwater systems to ensure private stormwater facilities are functioning as permitted and designed and responds to complaints and reports of stormwater violations such as illicit discharges.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the AIS Prevention Program Lead classification are responsible for performing routine to complex duties including full and detailed inspections and decontamination of watercraft and assisting with the department's inspections of private stormwater facilities and associated tasks. This position serves as the liaison between seasonal AIS program staff and administrative staff.

The AIS Prevention Program Lead is distinguished from the Aquatic Invasive Species Program Staff by its greater experience and independence in conducting inspections and full decontaminations as well as providing ongoing lead work direction, day-to-day oversight of the work of lower classified staff, and assisting with the program's administrative functions of hiring, training and providing technical direction. The incumbent is also responsible for supporting private stormwater inspections and responding to stormwater complaints.

This position is distinguished from the AIS Program Assistant by its focus and majority of time spent in the field leading other staff and performing duties in the AIS Prevention Program as well as assisting with inspections of stormwater facilities. The AIS Program Assistant is predominately responsible for the clerical support and administrative functions of the AIS program assisting with the development and implementation of early detection monitoring and rapid response plans, communication of management decisions, and coordination of daily and weekly job assignments.

SUPERVISORY RELATIONSHIP:

Reports to the Aquatic Invasive Species Program Coordinator. Works under general supervision and the guidance of applicable federal, state, City and local statutes, regulations, policies, procedures and contractual agreements. Provides technical guidance and day-to-day direction to lower classified staff, volunteers, work study students 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. Including full decontaminations of high-risk watercraft by following standard protocols used by watercraft inspection and decontamination programs in the western United States.

2. Provides day-to-day oversight of lower classified AIS staff and assists in ensuring the 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 the Supervisor.

3. 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. Participates in the selection process for program staff as assigned. Assists in providing training for hands-on and group inspections and other technical inspection functions.

4. Provides information to the public on aquatic invasive species prevention and management activities. Represents the Aquatic Invasive Species Prevention Program at various educational booth exhibits, displays and fairs. Assists with various scheduled events such as races, fishing tournaments, or rowing clinics that require expedited inspections of many boats in a short period of time.

5. Conducts vessel history surveys with recreational boaters.

6. Maintains accurate and detailed records of work performed. 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. Collects permit fees and maintains accurate sale and receipt records for each shift. Inputs vessel, inspection and permit data using smart phones in the field.

7. Participates and provides feedback in regular lead staff meetings to assess the effectiveness of the Aquatic Invasive Species Program. Supports and engages with seasonal staff by bringing their concerns and comments to lead staff meetings.

8. Participates in the scheduling and completion of off-site AIS inspections.

9. Communicates logistical needs to Supervisor.

10. Provides written and verbal reports as requested.

11. Assists with regularly scheduled early detection monitoring activities to detect new invasive species introductions.

12. Provides support to the stormwater program; schedules and assists the Stormwater Inspector in conducting inspections of privately owned stormwater systems.

13. Responds to stormwater complaints and violations submitted through the Stormwater Hotline and the Department of Ecology Emergency Response Tracking System (ERTS). Provides education and guidance to the responsible party related to stormwater resources.

ADDITIONAL DUTIES:

1. Performs other related work of a similar nature and level.

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.
- Stormwater Best Management Practices
- 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.
- Read and interpret building, construction, and site plans.
- 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:
  - Remain stationary for long periods of time during inclement hot and cold weather.
  - Frequently positions self to go beneath, ascend, descend and work atop boats, stormwater systems and trailers to inspect all internal compartments and surfaces. Work is often completed in small compartments with limited space.
  - Operate a computer keyboard, mouse and inspection equipment.
  - Conduct monitoring activities, which involves physically positioning self in the lake and moving to collect deep water samples from the bottom.
  - Travel to remote areas with uneven ground.
  - Travel and move about on a boat.
  - Collect and input monitoring and inspection data during inclement weather.
  - Frequently lifts objects up to 80 lbs., such as manhole covers, and stormwater grates.

WORKING ENVIRONMENT:

Work is performed primarily outdoors near water bodies at both rural and urban locations. The position involves working independently outdoors for long hours in all types of weather. Moves and navigates over rough terrain or remains stationary for extended periods of time when performing inspections and conducting vessel screening surveys. Some exposure to conditions such as dust, fumes, noise or odors may occur. Work is also performed in an office setting which may require

prolonged periods maintaining a stationary position. Requires flexible working hours, including early mornings, 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 six months AIS Prevention Program experience.
- One year of experience working with the public daily in public outreach, education, customer service or similar.
- Course work in environmental science or demonstrated general knowledge of lake aquatic ecology.
- Demonstrated experience in a team leader role 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.
- Experience and comfort towing (and backing in) trailers preferred.
- Experience in a stormwater related field is preferred.

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 required within three months of hire.
- Must be at least 18 years of age.
- Employment is contingent upon passing a Washington State Adult/Child Abuse records check, criminal conviction and local background check.
- Failure to secure required certification or skill standards within established time limits will result in dismissal.

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