

Staff Report

for the regular meeting of the Board of Directors, June 24, 2020

TO: Honorable Board of Directors

FROM: Greg Jones, Interim General Manager
Jana Kolakowski, Human Resources Manager

DATE: June 11, 2020

SUBJECT: **New Job Description – Environmental Resources Technician I/II (Consent)**

ADMINISTRATION

RECOMMENDATION:

Approve the attached job description and authorize updates to the Unrepresented Employee Benefits and Compensation Plan and Wage Schedule, as recommended by the Administrative Practices Committee on June 2, 2020.

BACKGROUND:

Staff has developed a new job description for an Environmental Resources Technician I/II.

As the District continues to address the issue of watershed resiliency, sustainability of water supply and threat of extreme wildfire on District lands, the environmental resources division continues to implement forest and watershed management projects across its 5,000 acres of forested lands. In an effort to provide a dependable, quality water supply and to continue to be good stewards of the watersheds, the addition of a second full-time staff member will greatly increase the District's capacity to effectively manage these activities.

This position has been placed in the Professional Unit by the General Manager, is FLSA non-exempt and the job description was sent to AFSCME as a courtesy.

This item is in alignment with Goal No. 1 of the District's Strategic Plan, as the continued health of the District is dependent upon the proactive management of our physical, financial, and human resources.

BUDGETARY IMPACT:

None at this time. This position is currently unbudgeted and unfilled.

Attachments (2):

- Environmental Resources Technician I/II Job Description
- Environmental Resources Technician I/II Survey

NEVADA IRRIGATION DISTRICT

ENVIRONMENTAL RESOURCES TECHNICIAN I/II

Range WOA85/WOB03 – BOD XX/XX/2020

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

The Environmental Resources Technician I/II will perform a wide variety of administrative and technical duties in support of the Environmental Resources and Watershed Program. General tasks include forestry and watershed management; habitat and water quality monitoring and restoration; mapping, data development and interpretation; grant writing and researching; and strategic program development; and participation in watershed education and community outreach programs.

DISTINGUISHING CHARACTERISTICS

Environmental Resources Technician I: This is the entry level class in the Environmental Resources Technician series. Positions in this class typically have little or no directly-related work experience. The Environmental Resources Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Environmental Resources Technician II: This is the journey level class in the Environmental Resources Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this unit are flexibly staffed and are normally filled by advancement from the II level.

SUPERVISION RECEIVED AND EXERCISED

Environmental Resources Technician I

Receives immediate supervision from the Environmental Resources Administrator or assigned supervisor.

Environmental Resources Technician II

Receives general supervision from the Environmental Resources Administrator or assigned supervisor.

NEVADA IRRIGATION DISTRICT
Environmental Resources Technician I/II

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Support planning and coordinating day-to-day operations, functions and services;
2. Coordinates assigned activities including administrative, programmatic, and project-related support and technical tasks;
3. Performs a wide variety of grant related tasks including grant tracking, reporting, compliance, and invoicing;
4. Attends and may participate in community meetings and committees as directed;
5. Technical writing in support of watershed management and watershed education activities;
6. Field work support as needed and as assigned;
7. Planning and supporting local watershed events, meetings, tours and camps as part of the District's Watershed Program.
8. Assist in the development, implementation and maintenance of the District's IIPP and coordinate drills and other employee, supervisor and manager training as required.

NEVADA IRRIGATION DISTRICT
Environmental Resources Technician I/II

QUALIFICATIONS

Environmental Resources Technician I

Knowledge of:

Basic safety precautions, procedures, practices and regulations.
Environmental, natural resource management, and watershed science concepts.
Scientific assessment of watershed health and functionality.
Principles and practices of environmental planning, habitat restoration, natural resource management & conservation planning.
Computer operation and standard use of Microsoft Office and GIS software;
Grant writing and administration.
Methods & techniques of data collection;
Technical report writing;
Standard equipment used in environmental analysis and forestry;
Project management practices.
Modern office equipment including use of applicable computer applications.

Ability to:

Perform administrative and clerical duties.
Exercise initiative, discretion, and judgement in matters related to work procedures and methods.
Prepare technical reports.
Work and coordinate effectively with consultants.
Analyze, interpret, and apply regulatory requirements.
Organize work to meet changing priorities and deadlines.
Work independently.
Type accurately and at speed.
Communicate clearly and concisely, both orally and in writing.
Maintain records and reports.
Work cooperatively with other departments and individuals, District officials, outside agencies, and the public.
Exercise good judgement and confidentiality regarding critical and sensitive information, record, and reports.
Establish and maintain effective working relationships with those contacted in the course of work.

NEVADA IRRIGATION DISTRICT
Environmental Resources Technician I/II

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Not interfere with other employees' uses of safeguard.

Not remove, displace, damage, destroy, or tamper with safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel, and recommend appropriate solutions.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

2 or more years of professional watershed/science-based progressive experience as a technician or similar role.

Education:

Bachelor's Degree with major coursework in biology, environmental science or related field.

License and Certificate

Possession of a valid California driver's license.

NEVADA IRRIGATION DISTRICT
Environmental Resources Technician I/II

Environmental Resources Technician II

In addition to the qualifications for the Environmental Resources Technician I:

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to an Environmental Resources Technician I with Nevada Irrigation District or the equivalency of 5 years of responsible environmental resources, watershed or similar technical experience.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time, frequent site visits to outdoor construction sites; maneuvering rough terrain under moderate weather conditions, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; handle conflict.

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