



**United Water Conservation District  
Job Description**

**Job Title:** Seasonal Park Service Officer Assistant

**Salary Range:** \$15.00 per hour -- Updated 08/11/16

**Department:** Recreation

**Reports To:** Senior Park Service Officer

**Employee Name:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_  
Seasonal Park Service Officer (received copy) Date

**Approved By:** \_\_\_\_\_  
Deputy General Manager Date

**Approved By:** \_\_\_\_\_  
General Manager Date

**DEFINITION**

Under the direction of the Senior Park Service Officer, this position is assigned to the Recreation Department and will serve as an aquatic invasive species inspection technician at the District’s vessel inspection checkpoint, inspecting for invasive quagga mussels, watermilfoil, or other species on boats and personal watercraft prior to their exit from the park. The position plays an important role in the protection of natural resources from non-native species that threaten wildlife, the environment, critical domestic and irrigation water systems and the recreation systems of the Lake Piru Recreation Area. Continuous interaction with park visitors requires effective communication and public relations skills, and a customer service attitude.

**DISTINGUISHING CHARACTERISTICS**

The Seasonal Park Service Officer Assistant is an entry level position and is used to perform vessel inspections under the direction of Senior Park Service Officer and may be used to conduct a variety of operational and maintenance duties.

**EXAMPLES OF ESSENTIAL DUTIES**

**NOTE: The following are the primary duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed and all duties performed may not be listed.**

- Staff the park aquatic nuisance species (ANS) inspection & decontamination station.
- Conduct physical boat inspections and boater exit interviews.
- Conduct vessel decontaminations using a high pressure thermal washing system.



- Provide information and assistance to the boating public (distribute brochures, promote ANS education, educate about State & District regulations, etc.).
- Clean and perform light maintenance on exiting watercraft.
- Clean and perform light maintenance on interior and exterior of ANS inspection areas, including maintenance of facilities and grounds.
- Accurately count and enter data on all boat inspections into online Quagga Inspection Database (QID).
- Photo-copy and file documents.
- Document and report visitor complaints.
- May assist Park Service Officers in responding to emergencies or in performing vessel tows. Emergency response activities shall include performing traffic control, directing Emergency Medical Personnel to an incident, assisting Park Service Officers in rendering emergency medical aid and/or serving as a deck hand onboard a District patrol vessel.
- Operate at two-way radio
- Perform Other duties as assigned

#### **MINIMUM REQUIREMENTS**

- Must be at least 18 years of age.
- Must possess and maintain a valid California Class C drivers' license.
- Must be able to work outdoors, exposed to varying weather conditions, including high or low temperatures, high winds, and rain.
- Must be able to climb in and out of vessels and under trailers, using arms, legs and whole body movements, including climbing, stooping, crawling, balancing, lifting, and handling materials.
- Must have the ability to discern color differences.
- Must have the ability to hear in-person and radio communications.
- Must have hand dexterity to enter data into a tablet computer and to write reports.
- Must be able to swim and be comfortable working over water.
- Must possess strong interpersonal communication skills (written and oral).
- Must possess ability to work with little supervision.
- Must be able to work on weekends, holidays & varying shifts.
- Must be available to work up to a maximum of 30 hours per week and able to accommodate a seasonal work schedule (July – November, March – June), with a potential for re-hire in the following fiscal year.
- Must successfully pass a drug screening.
- May be required to undergo criminal background investigation.
- May be required to work at the ANS station for an 8 hour shift and taking meal and rest breaks at the station.
- Must successfully complete an AIS training to be provided by the District

#### **SPECIAL REQUIREMENTS**

Incumbents must wear a District-supplied uniform and must work shifts including nights, weekends, and holidays and may be required to work a modified work schedule. Most work duties



are performed on land but may occur on the lake (in a watercraft or on a platform) or in close proximity to it. Ability to speak Spanish is highly desirable.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Basic maintenance practices for watercraft;
- Knowledge of general boat operation
- Water safety
- General cleaning and maintenance practices related to park operations and landscaping;
- Basic arithmetic and U.S. currency;
- Standard written English sufficient to: read and understand written instructions, manuals, and procedures; prepare routine reports; issue citations and document incidents; and keep a variety of records; and
- Knowledge of aquatic invasive species sufficient to educate the public

### **Ability to:**

- Learn and apply the principles and practices of aquatic invasive species inspection and decontamination measures;
- Learn and apply the principles and practices of the electronic Quagga Mussel Database (QID)
- Plan, organize and prioritize work assignments;
- Communicate priorities, technical information, and feedback on assigned duties to supervisor for purposes of efficiency and evaluating job performance;
- Promote a positive and productive work environment;
- Learn the operations, facilities, rules, and regulations of the Lake Piru Recreation Area;
- Ability to use good judgment and solve problems independently;
- Operate a two-way radio;
- Follow safety rules, practices, and procedures in all aspects of work, including: chemicals, tool usage, vehicle and equipment operation, general field operations; and personal protection equipment.
- Explain park rules, regulations, facilities, and availability;
- Respond calmly and appropriately to emergency situations;
- Establish and maintain effective working relationships with colleagues, park visitors, contractors, vendors, and representatives of other agencies;
- Work independently and as part of a team;
- Follow written and verbal instructions;
- Operate a personal computer, iPad or laptop
- Use hand and power tools;
- Operate vehicles, equipment, and watercraft;
- Maintain detailed and accurate records;

### **Education**

Applicant is required to possess a high school diploma or equivalent.



### **Experience**

Experience in boating is preferred

### **Certificates, Licenses, Registrations**

Applicant must possess and maintain a valid California Class C Driver's License. Applicant must possess a valid certification in basic First Aid and CPR (cardiopulmonary resuscitation)

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outdoors. Outdoor conditions may include rain, high winds, and unusually high or low regional temperatures and exposure to outside elements. While performing the duties of this job, the employee may also be occasionally exposed to moving mechanical parts and high, precarious places. The following are additional requirements of the position:

- **Mobility:** Job tasks are varied and require standing, walking (sometimes on uneven terrain), sitting, climbing, bending, stooping, kneeling, and crawling.
- Often required to board trailed vessels where weather conditions may be cold, wet, windy, rainy or very hot and sunny & may be called upon to drive a patrol boat and work on the lake under similar conditions.
- **Lifting:** frequent lifting and moving up to 10 pounds; occasional lifting and moving up to 75 pounds.
- **Vision:** constant use of overall vision, including near vision, distance vision, color vision, and ability to adjust focus.
- **Dexterity:** occasional grasping, fine manipulation, reaching, pushing, and pulling; occasional use of touch to distinguish or identify objects.
- **Hearing/Talking:** frequent hearing and talking, in person and on the phone.
- **Emotional/Psychological:** frequent contact with coworkers and members of the public, including interactions involving at time difficult or high stress situations; depending on assignment, may also work alone. The employee is expected to respond effectively to both non-emergency and emergency situations.
- **Environmental:** occasional exposure to loud noise levels; frequent exposure to chemicals, machines, vehicles, equipment, fumes, smoke, gases, petroleum products, and fire and electrical hazards; occasionally required to taste or smell; and frequently exposed to water related hazards.