



### Job Description

<b>Job Title:</b> Field Assistant – Part Time	<b>Status:</b> Non-Exempt
<b>Salary Range:</b> \$15.00 - \$18.23 hourly	<b>Date:</b> July 2020
<b>Department:</b> Environmental Services	<b>Reports to:</b> Environmental Scientist

#### **PURPOSE**

The work of the District’s Environmental Services Department centers on supporting the District’s efforts to achieve its mission to manage, protect, conserve, and enhance the region’s water supply in an environmentally balanced manner. Under direct or general supervision of the Environmental Scientists and Field Technician, the Field Assistant performs a variety of ecological monitoring tasks to support the operation and maintenance of the District’s facilities located at Santa Felicia Dam, Lake Piru, the Freeman Diversion on the Santa Clara River, and other facilities and waterways within the District. The Field Assistant is an entry-level position and requires little or no related job experience or college-level course work, however some relevant experience or education is desirable.

#### **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

**NOTE: The following are the 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.**

- Perform or assist in a variety of research and monitoring projects in both field and laboratory settings.
- Assist monitoring efforts at Lake Piru and Santa Felicia Dam, especially related to quagga mussels. This includes collecting water quality information, water samples, mussel growth and recruitment samples, as well as conducting laboratory analysis of these samples including microscopy.
- Assist monitoring efforts at the Freeman Diversion and its fish migration facilities to ensure their effective operation, especially as they relate to fish passage. This includes monitoring flows, checking and maintaining monitoring equipment, and reviewing video and DIDSON footage.
- Check flow conditions in the Santa Clara River, tributaries and at the estuary to determine whether flows are adequate for steelhead migration.
- Keep records of all activities using standardized datasheets; enter data into the electronic database.
- Perform or assist in a variety of research and monitoring projects.
- Adhere to District safety procedures.
- Perform other duties as assigned.

## **EMPLOYMENT QUALIFICATIONS**

### **Education and Experience:**

- Possession of a high school diploma or equivalent is required.
- This position is an entry-level position and no previous experience is required, incumbents will receive on-the-job training for all essential duties. However, coursework or a degree from an accredited college or university in an environmental-related field (e.g. biology, environmental studies, fisheries science) is highly desirable. Previous work experience in a similar environment is also desirable.

### **Knowledge of:**

- Methods, materials, and tools used in the repair and maintenance of equipment;
- General work safety practices;
- General understanding of standard office equipment; computers, tablets, printers, copiers;
- Microsoft Office software sufficient for effective performance of maintenance and recordkeeping tasks;
- Standard English sufficient to reading, writing and understanding written instructions, manuals, and procedures; and keep a variety of records.
- Principles of ecology, biology, hydrology, geomorphology, and water resource management highly desirable.

### **Ability to:**

- Follow written and verbal instructions;
- Operate and maintain monitoring equipment, read meters, valves, and gauges to collect needed information;
- Read and interpret drawings and diagrams;
- Operate vehicles, boats and equipment;
- Maintain complete and accurate records and electronic databases;
- Establish and maintain effective working relationships with colleagues, contractors, and others;
- Work independently or as part of a team;
- Learn and follow safety rules, practices, and procedures in all aspects of work, including: chemicals, tool usage, vehicle and equipment operation and general field operations.

### **Certificates and Licenses**

- Possession of a valid California Class C Driver's License is required upon hire.

## **SPECIAL REQUIREMENTS**

Work hours will vary significantly. Work hours may include early morning, night and weekend shifts. Task loads may be seasonal, corresponding with the fish migration period and non-native aquatic species breeding season, however work occurs year-round.

## **PHYSICAL REQUIREMENTS**

Work is performed is primarily outdoors. Job conditions may include variable and inclement weather including rain, high winds, and unusually high or low regional air and

water temperatures and exposure to outside elements. While performing the duties of this job, the employee may also be required to lift heavy objects and occasionally exposed to moving mechanical parts and must be able to work in locations that require balance and agility. In particular, the incumbent must be able to walk on uneven ground through flowing or standing water. Performing certain job tasks requires the incumbent to wear and use personal protective equipment.

Additional physical job requirements are as follows:

- Mobility: Job tasks are varied and require standing, walking (sometimes on uneven terrain and while carrying items), sitting, climbing, bending, stooping, kneeling, crawling, and basic swimming ability.
- Lifting: frequent lifting up to 10 pounds; occasional lifting up to 40 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; occasionally using 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 others; depending on assignment, may also frequently work alone. The employee is also expected to respond in emergency situations.
- Environmental: exposure to moderate noise levels, but hearing protection must be worn in certain areas; occasional exposure to chemicals.

**Accepted By:** \_\_\_\_\_  
Field Assistant Date

**Approved By:** \_\_\_\_\_  
Environmental Scientist Date

**Approved By:** \_\_\_\_\_  
Human Resources Manager Date

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