

**CITY OF BELLINGHAM**

**CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Aquatic Invasive Species Prevention Program Staff

**UNION:**114

**DEPARTMENT:** Public Works

**SG:**3

**CS:**N

**FLSA:**Y

**EEO4CODE:**SM

**SEASONAL**

**JOB SUMMARY:**

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

**SUPERVISORY RELATIONSHIP:**

Reports to the Natural Resources Policy Manager. Works under daily supervision of the Aquatic Invasive Species Program Coordinator and in accordance with applicable federal, state and local statutes, regulations, policies and guidelines.

**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 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. Inputs vessel, inspection and permit data using tablet computers, iPads and smart phones in the field.
6. Participates in regular staff meetings to assess the effectiveness of the Aquatic Invasive Species Program.
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 aquatic ecology issues.
- Aquatic invasive species identification and biology.
- Issues associated with invasive species such as transport, prevention strategies and impacts.
- Basic boat mechanics.
- Microsoft Office software programs including Word, Excel and Access.

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 Reservoir 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:
  - Bend, squat, climb and reach on a frequent basis to inspect all 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;
  - 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:**

- One year 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 Whatcom aquatic ecology preferred.
- Experience working with watercraft or basic knowledge of boat mechanics preferred.
- High level of comfort using smart phones to collect and process data 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.
- 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.

**PREPARED BY:** C. Fogelsong  
A. Sullivan  
12/12

C. Fogelsong  
J. Day  
5/15

T. Ward  
1/17

**REVIEWED BY:** \_\_\_\_\_  
Ted Carlson  
Director, Public Works  
5/15