



Marin Municipal Water District

WATERSHED SERVICES AIDE

DEFINITION

Under general supervision, performs a variety of watershed activities in the areas of visitor services; fees collection; parking permits; maintenance and vegetation management; resource protection; administrative support and related work as required.

DISTINGUISHING CHARACTERISTICS

This is an entry level position. Incumbents are expected to work a flexible schedule, depending upon the season, and including weekends and holidays. Job duties are in the areas of Visitor Services, Watershed Maintenance and Watershed Administration.

EXAMPLES OF DUTIES

- Responds to visitors' inquiries regarding the watershed trail system, California Department of Fish and Game's fishing regulations, fish planting schedule, MMWD's hours of use, use fees, use permits and reservation system for District picnic areas on the watershed;
- staffs visitor entrance station, processes and reconciles payments for day use fees as needed, distributes annual passes and maps;
- monitors visitor compliance in fee parking areas and issues parking citations;
- takes accurate information from visitors pertaining to emergency conditions or reports of potential hazards and forwards such information manually or electronically (telephone, radio, e-mail) to the appropriate person(s);
- opens and closes entrance gates and secures kiosk and watershed headquarters as needed;
- uses a computer terminal to enter, access, and update information, including GIS, and produces special reports;
- performs a variety of general office support work and assists staff with tasks such as maintaining files, making photocopies, updating mailing lists, and sending out notices and maintaining an inventory of office supplies;
- assists in the instruction and orientation of volunteers, summer help, and seasonal staff;
- maintains accurate records, such as visitor information, accidents, incidents, permits, citations;
- checks calendar and makes necessary arrangements regarding reserved sites, special events, and related watershed activities and files documents according to a standardized filing system;
- individually performs and assists with a wide variety of watershed maintenance duties and facility improvement projects, including, but not limited to, litter control, cleaning of restrooms and collection and disposal of garbage, painting, washing of vehicles, installing signs, clearing downed trees from roads and trails, vegetation removal for fuel breaks, defensible space and the control of non-native plant species;
- inspects public areas for safety and sanitary conditions;
- performs other duties as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Techniques for dealing with the public;
- standard office practices and procedures, including record keeping, filing and the operation of common office equipment;
- cash handling procedures;

QUALIFICATIONS FOR EMPLOYMENT *(continued)*

- operation of a personal computer and software applications related to the work;

Knowledge of:

- basic math skills;
- business English, including spelling, grammar and punctuation.

Ability to:

- Understand and carry out oral or written instructions and assignments effectively and efficiently;
- use good judgment in choosing among available alternatives, recognizing scope of authority, seeking assistance, and making inquiries, as appropriate, to perform assigned tasks;
- learn, interpret and apply pertinent subject matter, procedures, precedents and policies;
- make accurate mathematical calculations;
- receive cash, make change, and total and balance accounts;
- perform detailed office support work;
- organize own work, set priorities, and meet deadlines;
- establish and maintain effective working relationships with those contacted in the course of the work;
- use a variety of standard office equipment, including a computer, calculator, telephone, fax machine and copier;
- drive District vehicles safely to a variety of locations throughout the watershed;
- perform physical labor safely under difficult environmental conditions;
- use common maintenance tools and power equipment safely and proficiently;
- communicate and deal effectively with the public, in person and over the telephone.

Training and Experience:

Any combination of training and experience that would be likely to provide the required knowledge and abilities would be:

- Successful completion of the 12th grade or equivalent and
- satisfactory driving record

The following experience and abilities are desirable:

- Prior work experience or course work in natural resources, park operations, landscape maintenance;
- one year of experience in office support duties;
- one year of experience interacting with the public.

OTHER REQUIREMENTS

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles;
- satisfactory driving record;
- willingness to work on weekends, holidays and varying shifts, as the operation requires;
- wear appropriate uniform;
- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service worker subject to such disaster service activities as may be assigned to them by their superiors or by law."

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position performs a variety of tasks in connection with visitor services, watershed administration and maintenance, construction and repair of trails, protection roads, structures and recreational areas and facilities, general cleanup and removal of garbage and debris at District facilities.

- Lift and carry supplies and equipment weighing up to 60 pounds;
- employee must talk, smell, possess vision abilities for close vision, distance, peripheral, depth perception and ability to adjust focus, color vision to discriminate and distinguish among colors, normal hearing range with the ability to hear alarms and other auditory warning devices;
- skillfully and safely operate power equipment such as a chain saw and power drill;
- drive District vehicles;
- perform manual labor picking up debris emptying trash containers, installing signs, load and move debris and dirt or other material using a shovel, break bar, McCleod tool or rake;
- walk over rough, uneven or rocky surfaces, hills or slopes;
- the employee frequently sits, stands, and lifts up to 10 to 15 pounds at a height of four feet and carries a distance of up to 100 feet;
- the employee occasionally squats, stoops, kneels, climbs and sits, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, pushes and pulls with both arms and hands, reaches with arms above and below shoulder;
- the employee occasionally lifts weight up to 60 pounds at a height of four feet and carries at a distance up to 100 feet;
- the employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust, and works with specialized protective equipment.

The employee must be willing to work independently, off-hours and weekend schedules and outdoors in any weather condition, and must be willing to wear a District uniform.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position.

Established: December 2006

Revised:

Approved by: Human Resources Manager