



The Western Riverside Council of Governments (WRCOG) seeks interested and qualified persons for an exciting position!

POSITION: OPEN SPACE HABITAT TECHNICIAN

JOB SUMMARY:

Under the direction of the WRCOG Natural Resource Manager, the Open Space Habitat Technician will primarily work with the Riverside County Habitat Conservation Agency (RCHCA). The RCHCA is responsible for planning, acquiring and managing habitat for the Stephens' Kangaroo Rat (SKR) and other endangered threatened and candidate species in western Riverside County. The RCHCA oversees the implementation and management of the Stephens' Kangaroo Rat Habitat Conservation Plan. The RCHCA oversees the implementation and management of the Stephens' Kangaroo Rat Habitat Conservation Plan. RCHCA activities are administered by the Western Riverside Council of Governments. For more information regarding the RCHCA, please visit www.wrcog.us.

EXAMPLES OF DUTIES / FUNCTIONS:

Activities required of the Open Space Habitat Technician will include, but are not limited to, the following:

- Explains park or open space and wildlife habitat reserve policies, rules, regulations, and County ordinances.
- Participates in light custodial, maintenance, and cleanup of open space structures and grounds; works with maintenance personnel on minor construction, maintenance, repair, and improvement of structures, facilities and grounds.
- Answers public inquiries and complaints concerning space and wildlife habitat reserves, operations and maintenance.
- Provides assistance in emergency situations; maintains fire prevention standards and practices as established by the State Department of Forestry and Fire Prevention, and the United States Forest Service.
- Patrols open space and wildlife habitat reserves; works with maintenance personnel to maintain signs and access controls; as needed utilizes law enforcement agencies to achieve compliance; may make appearances in court.
- Monitors and participates in court referral/ work release programs.
- Maintains records and prepares reports.
- Performs professional and open space and wildlife habitat reserve operation duties.
- Monitors and patrols open space and wildlife habitat reserves.
- Answers public inquiries and complaints concerning park or open space and wildlife habitat reserves, operations and maintenance.
- Provides assistance in emergency situations; maintains fire prevention standards and practices as established by the State Department of Forestry and Fire Prevention, and the United States Forest Service.
- Patrols open space and wildlife habitat reserves; works with maintenance personnel to maintain signs and access controls; as needed utilizes law enforcement agencies to achieve compliance; may make appearances in court.
- Monitors and participates in court referral/ work release programs.

The Open Space Habitat Technician serves as an “at will” employee.

The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. WRCOG Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

DESIRED QUALIFICATIONS / EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would include:

- Within 6 months of employment incumbents may be required to possess valid certificates in First Aid, CPR, Basic Water Safety and Rescue issued by the American Red Cross or YMCA and have successfully completed PC 832. More Info Here (<https://www.post.ca.gov/pc-832-arrest-and-firearms-training-specifications.aspx>)
- Exceptional written and verbal communication skills.
- Ability to interpret land records and maps.
- Strong organizational skills, initiative, and flexibility to work independently.
- Proficiency in Microsoft Office programs, particularly Word, Excel, and Power Point.
- Experience with data analysis, tracking.
- Ability to establish and maintain positive and effective working relationships with staff from numerous agencies and jurisdictions, community members, and other stakeholders.
- Ability to address and prioritize multiple tasks simultaneously and work amid interruptions.
- Detail-oriented and resourceful, possessing aptitude to assist with special projects, as needed.
- Exceptional organizational and reporting skills, recognizing the importance of communication and completion of tasks on deadline.
- A valid California Driver’s License and proof of automobile liability insurance.

Knowledge of:

- Principles and practices of natural resources conservation, open space management and general law enforcement.
- Principles of first aid and safety.
- Methods and procedures for conducting field studies and obtaining research data, the natural history, conservation, preservation, wildlife habitat and endangered species of Riverside county.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for WRCOG in assigned program areas.
- Work cooperatively with, provide staff support to, and implement the policies of Management.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written and visual materials.
- Effectively represent the RCHCA in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Provide a high level of customer service by effectively dealing with the public, contractors, and WRCOG staff.

- Drive a 4x4 vehicle in off road situations.

PHYSICAL DEMANDS:

This is primarily a field work oriented position. Approximately 75% of time will be spent in the field. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds. Must be able to navigate in uneven or rugged terrain. Should be able to operate GPS navigational systems, topo maps or compass and have orienteering skills. Must also work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle, and to visit various meeting sites in Western Riverside County, Southern California, and beyond for the conduct of WRCOG business. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS:

This position is classified to work under extreme temperatures outdoors, in primitive conditions and around large domestic livestock. The employee also interfaces with staff, management, other departmental representatives, government officials, business representatives, and the general public in explaining WRCOG policies and requesting and providing information. The position may also supervise various labor crews (i.e. juvenile hall, maintenance crews, California Conservation Corps crews, convicts, volunteers)

COMPENSATION:

Salary: \$2,591 to \$4,886 monthly (\$14.95 to \$28.19 per hour), depending on qualifications.

Hours: 40 hours per week.

Benefits: Benefits include medical, dental, PERS 2% @ 62 (6.75% Employee Paid Member Contribution), 10 days of vacation annually, 13 days of sick leave annually, 12 holidays annually, and a deferred compensation plan (Employee Paid Member Contribution).

APPLICATION:

<http://www.wrcog.us/219/Employment-Opportunities>

A completed application, along with a detailed resume must be submitted / postmarked by the filing deadline to:

Western Riverside Council of Governments
3390 University Avenue, Suite 450
Riverside, CA 92501
ATTN: Ernie Reyna

Applications can be emailed to Ernie Reyna at ereyna@wrcog.us.

FILING DEADLINE:

Application materials must be submitted / postmarked by **12:00 pm., Friday, March 2, 2018.** Electronic submittals are acceptable as long as they are provided by the stated deadline (WRCOG staff may subsequently request original documents).

ABOUT WRCOG:

Established in 1990, WRCOG serves one of the fastest growing areas in the State of California and the United States. Today, its 18 member cities and the unincorporated County of Riverside are home to 1.7 million people, and some 800,000 will join us by the year 2035. In addition to the 18 member jurisdictions, the Eastern Municipal Water District and Western Municipal Water District and the Morongo Band of Mission Indians are members of the Agency. The Riverside County Superintendent of Schools is an ex-officio member. Through an agreement with the County of Riverside, WRCOG provides administration for the Riverside County Habitat Conservation Agency (RCHCA).

Recognizing that many issues related to growth are not constrained by city or county boundaries, WRCOG focuses on a number of regional matters important to improving the quality of life in Western Riverside County. By working together through its committee structure and utilizing existing resources, WRCOG is cost-effective by reducing duplication of effort and sharing information, enabling strong advocacy and strengthening Western Riverside County's standing in southern California and the state. WRCOG's program areas are varied and diverse, and include transportation, air quality, solid waste, water, environment, energy, economy, education, growth, and sustainability.

For more information on WRCOG please visit the Agency website at www.wrcog.us. WRCOG is an equal opportunity employer.