



## IVGID Job Announcement

IVGID is currently accepting applications for a **Public Works Technician**. This is a full time, year round, salaried (non-exempt) position with the Public Works/Conservation team.

**Compensation:** \$28.04 - \$33.64/hour DOE/DOQ  
*(listed mid. – max. of range)*

**Benefits:** Medical, Dental, Vision, Prescription insurance  
Short-Term/Long-Term Disability insurance  
Deferred Comp (457b) and Pension (401a) Retirement Plans  
Section 125 Flexible Spending Plans  
Vacation & Sick Leave  
Eleven paid holidays  
Recreation & Food Discount privileges

**How to Apply:** Create a profile, submit online application (attach resume) at [www.yourtahoeplace.com/jobs](http://www.yourtahoeplace.com/jobs)  
In-person drop-off application (with resume) to the Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).  
[jobs@yourtahoeplace.com](mailto:jobs@yourtahoeplace.com) 775-832-1100

**Deadline to Apply:** 5:00pm (PST) Friday, October 6, 2023  
*We are an Equal Opportunity Employer*

**Date Posted:** 09/19/2023

### SUMMARY

Assists the Resource Conservationist and Public Works Program Coordinator in the implementation of District internal and external conservation programs including: Bear Smart Incline Village, Waste Not recycling, water conservation and water quality monitoring, watershed management, household hazardous waste, Tahoe Water Suppliers Association, community outreach and other conservation programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**, not necessarily in order of priority, include the following. Assigned job task/duties are not limited to the essential functions.

1. Provides excellent customer service to internal and external customers.
2. Works with Resource Conservationist and Public Works Program Coordinator on ways to increase participation in Waste Not programs through community education and outreach, by attending events, assisting with event preparation and creation of related educational materials. Conducts professional outreach with teammates and community members at public events via educational booths and interactive exhibits.
3. Provides lead support for the Household Hazardous Waste Program, staffing the drop-off site during established hours, responding to customer in-person/phone inquiries, scheduling appointments and accepting or declining items based on specific criteria. Duties include checking-in customers, rule enforcement, materials sorting and heavy lifting.
4. Assists with operations related to internal recycling programs and special event waste reduction programs; including transportation of equipment and materials with a District vehicle and/or utility trailer.
5. Acts as liaison between Waste-Not projects and working partners such as the Nevada Green Business Program. Recruits volunteers to support events, reduce waste and promote program partnerships.

6. Continues to improve and conduct community science and watershed protection programs that support youth education efforts through in class and out of class field programs with primary, secondary and college level students and organizations.
7. Leads preparations and day of event operations for presentations and direct outreach at community events such as: Snapshot Day, Tahoe Truckee Earth Days, and “Blue Crew” Litter Clean Ups.
8. Supports the District’s solid waste enforcement program. Serves as liaison with contracted field inspectors and Public Works administrative staff.
9. May assist with updates to the District's geographic information system (GIS). Interprets online mapping systems to determine parcel boundaries and curbside garbage routes.
10. Assists with obtaining surface water samples and updating weather and water quality databases.
11. Supports the Water Efficiency Program, by responding to customer inquiries, scheduling appointments and conducting simple audits.
12. Follows safety procedures and guidelines at all conservation programs and special events.

#### **SUPERVISORY RESPONSIBILITIES**

May be required to coordinate projects, emergency responses or work direction of volunteers and part-time staff.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

An Associate’s degree (A.A.) in Environmental Science or related field with an emphasis in conservation, sustainability, water quality and/or waste management and six months successful experience in a customer oriented environment involving water sampling or resource conservation; or equivalent combination of education and experience. Knowledge and understanding of water conservation strategies and conservation measures such as recycling and composting preferred. Experience working with the public is desired.

#### **COMPREHENSION/COMMUNICATION SKILLS**

Ability to read and interpret safety rules, operating and maintenance instructions, and procedure manuals. Ability to write simple reports and correspondence. Ability to effectively present information in one-on-one and small group situations. Proficiency in Microsoft Outlook required. The duties and responsibilities of this position necessitate the use of a cellular phone and social media for District business reasons.

#### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations. Experience with Excel / Access spreadsheets preferred. Ability to apply statistics to data.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to exercise individual judgment and take prompt and decisive action when urgent situations arise.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License. Must be comfortable and able to drive District pickup truck and small trailer. Complete HAZWOPER 24-hour course by an approved OSHA training facility. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

## **OTHER SKILLS OR ABILITIES**

Good organizational, analytical, recordkeeping, customer service and problem solving skills; good computer skills in Microsoft Word, spreadsheet and database applications; ability to work in a self-directed work environment. Must be self-motivated and show a high degree of initiative; ability to deal courteously and efficiently with the public; ability to establish and maintain cooperative working relationships with employees and outside organizations; ability to ability to work a schedule that may include weekends and holidays.

## **PHYSICAL DEMANDS**

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. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodation with the employer.

While performing the duties of this job, the employee is regularly required to reach with hands and arms, talk or hear and taste or smell. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position's work environment includes both office and field environments. While performing the duties of this job, the employee may be exposed to inclement weather, moving mechanical parts, fumes or airborne particles, common household hazardous waste, uneven surfaces, outside weather conditions and risk of radiation from the sun. Incumbent will be subject to work indoors and outdoors, possibly in inclement weather. The noise level in the work environment usually ranges from moderate to occasionally loud.