



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

## **POSITION: OPEN SPACE HABITAT TECHNICIAN**

### **JOB SUMMARY:**

Under direction of the Riverside County Habitat Conservation Agency (RCHCA) Natural Resources Manager, the Open Space Habitat Technician will primarily be responsible for maintenance of open space habitats and restoration systems as well as assist higher level positions with conducting various tasks under the management and monitoring annual work plans. The Open Space Habitat Technician serves as an “at will” employee.

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. RCHCA activities are administered by the Western Riverside Council of Governments (WRCOG). For more information regarding the RCHCA, please visit [www.rchca.us](http://www.rchca.us). For more information regarding WRCOG, please visit [www.wrcog.us](http://www.wrcog.us).

### **EXAMPLES OF DUTIES / FUNCTIONS:**

Management reserves the right to add, modify, or rescind the work assignments of this position as listed below and to make reasonable accommodations so that qualified employees can perform essential duties of the job.

Under general direction of the RCHCA's Natural Resources Manager the job functions for the Open Space Habitat Technician may include, but are not limited to, the following:

- Experience with light custodial, maintenance, and cleanup of open space structures and grounds.
- Minor construction, repair and improvement of structures, facilities, and grounds.
- Ability to answer public inquiries and complaints concerning space and wildlife habitat reserves and operations.
- Aid in emergency situations.
- Maintain fire prevention standards including maintaining fire breaks and fire fuel modifications as established by the State Department of Forestry and Fire Prevention.
- Understand principles and practices of natural resources conservation, open space management and general enforcement, methods, and procedures.
- Support the natural history, conservation, preservation, wildlife habitat, and endangered species of Riverside County.
- Understand basic principles of gardening, landscaping, and grounds maintenance.
- Ability to work with other grounds maintenance crews, jail trustees, or youths detained in juvenile institutions in the performance of grounds maintenance work.
- Operate small gas engine equipment, hand tools, and other equipment as necessary.
- Patrol open space and wildlife habitat reserves; work with maintenance personnel to maintain signs and access controls as needed; utilize law enforcement agencies to achieve compliance.
- Ability to perform other work as required.

*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.*

## **MINIMUM 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:*

- Basic written and verbal communication skills.
- Ability to interpret maps.
- Strong organizational skills, initiative, and flexibility to work independently.
- 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.

## **Knowledge of:**

- Principles and practices of natural resources conservation, open space management and general enforcement.
- Principles of first aid and safety including CPR certification.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- Demonstrated proficiency in both writing and speaking in English and Spanish languages

## **Ability to:**

- Work cooperatively with, provide staff support to, and implement the policies of Management.
- Provide a high level of customer service by effectively dealing with the public, contractors, and WRCOG staff in a professional manner.
- Drive a 4x4 vehicle in off-road situations.

## **PHYSICAL DEMANDS:**

This is primarily a field work-oriented position. Approximately 90% 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 learn and 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; operate a motor vehicle, and visit various meeting sites throughout 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.

## **COMPENSATION:**

Salary: \$31,096 – \$58,635 annually.

Hours: 40 hours per week.

Benefits: Medical, dental, PERS 2% @62 (employee pays 6.75% pf EPMC). 10 days' vacation annually and 13 days sick leave annually, 12 holidays annually, and a deferred compensation plan (employee paid).

## **Application:**

A completed [application](#), detailed resume, and cover letter must be submitted / postmarked by the filing deadline. It is preferred that application packets are submitted electronically. Please email application packet to Princess Hester at [phester@wrcog.us](mailto:phester@wrcog.us).

Applications may also be mailed to the following address:

Western Riverside Council of Governments  
3390 University Avenue, Suite 200  
Riverside, CA 92501  
ATTN: Princess Hester

## **FILING DEADLINE:**

Application materials must be submitted / postmarked by **5:00 p.m. (Pacific Standard Time) on Thursday, June 9, 2021**. Electronic submittals are acceptable if they are provided by the stated deadline (WRCOG staff may subsequently request original documents).

## **FOR MORE INFORMATION ABOUT THIS OPPORTUNITY:**

For more information regarding this job opportunity please contact Princess Hester, Administrative Services Director, at (951) 405-6704 or [phester@wrcog.us](mailto:phester@wrcog.us).

## **ABOUT WRCOG:**

Established in 1991, WRCOG is a Joint Powers Authority and 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 2 million people, and some 800,000 will join us by the year 2035. In addition to the 19 member jurisdictions, the Eastern Municipal Water District, Western Municipal Water District, and the Riverside County Superintendent of Schools are members of the Agency.

Recognizing that many issues related to growth are not constrained by city or county boundaries, WRCOG focuses on regional matters important to our future. 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, housing, environment, energy, economy, growth, and sustainability.

For more information on WRCOG please visit the Agency website at [www.wrcog.us](http://www.wrcog.us). WRCOG is an equal opportunity employer.