



LEMHI COUNTY

Class Title: Watercraft Inspector

FLSA Designation:

Pay Grade: \$12.50

Purpose Of Class/Primary Function

The primary function of an employee in this class is to perform watercraft inspections at the Watercraft Inspection Station in North Fork, Idaho. There will be a team of two people at all times. The work is performed under the supervision of the Weed Control Superintendent. The principal duties of this class are performed outdoors and may include working in adverse weather conditions.

Essential Duties and Responsibilities (will vary by assignment)

- Become knowledgeable of aquatic invasive species issues affecting Idaho
- Interact with the public in various settings to explain the project by providing technical information regarding AIS and the threat it poses to waterways in Idaho
- Provide all watercraft and trailer inspections
- Coordinate efforts with local, state, and federal agencies
- Conduct and document boater surveys
- Operate digital equipment

Other Duties and Responsibilities

- Performs other related duties as required

Expectations for All Employees

- Works well under pressure and maintains a calm and professional demeanor under stressful and adversarial conditions
- Recognizes and analyzes a problem, identifies causes, creates possible solutions and constructs a logical path for resolution and implementation
- Consistently demonstrates a positive and cooperative attitude when working with fellow employees to accomplish duties required of the department and the county
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Performs time management and scheduling functions, meet deadlines, and set project priorities;
- Performs exceptional customer service, answering correspondence
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Works cooperatively with all county departments and fills in or cross-trains with other positions as necessary
- Performs all work duties and activities in accordance with county policies, procedures, and safety practices

Competency Requirements

Knowledge of:

- County, state, federal and departmental laws, ordinances, policies, and regulations related to AIS control

Ability to:

- Understand and follow oral and/or written policies, procedures and instructions
- Maintain records, logs, and documentation
- Operate a personal computer using program applications appropriate to assigned duties
- Educate public regarding AIS programs
- Communicate effectively with the public including in sensitive and sometimes stressful situations
- Respond to citizen requests in an effective manner
- Take and follow directions
- Establish and maintain effective working relationships with fellow employees, the public and other agencies
- Read, compose and comprehend simple instructions, short correspondence and memos
- Communicate information and ideas in speaking and writing so others will understand
- Listen to and understand information and ideas presented through spoken words and sentences
- Understand and follow oral and/or written policies, procedures and instructions
- Read, interpret and apply laws, resolutions, ordinances, codes, and contracts
- Develop and maintain working relationships with federal, state and local public and private representatives and organizations and other county employees
- Exhibit courtesy, tact, and diplomacy with co-workers, elected and appointed officials, and the general public
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures
- Maintain a professional demeanor during stressful situations and respond courteously to customer inquiries, which are sometimes controversial or adversarial
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner
- Perform time management and scheduling functions, meet deadlines and set priorities

Acceptable Experience and Training

- High school diploma or GED is required
- A valid Idaho Driver's License is required
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone
- Sufficient visual acuity or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of applicator equipment, power and hand tools, make adjustments to equipment, operate standard office equipment and a personal computer, and operate a motor vehicle