



TAHOE

RESOURCE CONSERVATION DISTRICT

870 Emerald Bay Road Suite 108, South Lake Tahoe, CA 96150 • 530.543.1501 PH • TahoeRCD.org

Program Assistant - Lot Inspector

Location: South Lake Tahoe, CA

Salary Range: \$23.24 – \$32.70 per hour

Duration: April — December, 2025 [Actual season dates are subject to change due to workload demands, weather and other adverse work conditions]

Schedule: This is a full-time 10-month position. Start and end dates are contingent upon weather including smoke and funding. Weekend, and holiday work is required for this position.

Background

Tahoe Resource Conservation District (Tahoe RCD) is a non-regulatory special district that promotes the conservation, stewardship, and knowledge of the Lake Tahoe Region's natural resources by providing leadership and innovative environmental services to all stakeholders.

Tahoe Resource Conservation District (Tahoe RCD) partners with the California Tahoe Conservancy to manage Tahoe RCD and state-owned lands through the Tahoe Conservation Partnership. Under the Tahoe Conservation Partnership, Tahoe RCD hires and manages field crews and resource specialists to perform natural resource management activities on public lands, owned by California Tahoe Conservancy and Tahoe RCD. This 30+ year relationship of restoration and land management allows Tahoe RCD and the Tahoe Conservancy to collaborate and manage approximately 4,700 parcels, totaling nearly 6,500 acres on the California side of the Lake Tahoe Basin, in addition to Tahoe RCD lands. This tremendous responsibility includes forest habitat enhancement and hazardous fuel reduction, resource protection and restoration, streambank stabilization, property inspection and maintenance, and aquatic invasive species management.

This position requires working in various adverse conditions including wildfire smoke, snow, rain, and extreme heat. Length of field season may be modified due to inclement weather; adverse field conditions and/or workload demands and funding constraints.

Primary Duties and Responsibilities

The primary duties of this position include inspection of Conservancy properties.

The selected candidate will assist with routine maintenance and inspection of the Conservancy's 4,700 parcels on the California side of the Lake Tahoe Basin. This includes project identification, resource evaluation, litter and trash abatement, trespass/encroachment verification and resolution, and interaction with landowners. The following lists various inspector activities and assignments.

- Evaluate resources on-site including identification of erosion control issues, invasive species, hazardous trees, project monitoring, and general management concerns;

We Do Conservation

The mission of the Tahoe RCD is to promote the conservation, stewardship and knowledge of the Lake Tahoe region's natural resources by providing leadership and innovative environmental services to all stakeholders.

- Use a District provided cell phone to document property inspections;
- Input and manage field data through Conservancy's Tahoe Property Online Management system and ArcGIS Pro;
- Identify property lines;
- Identify and plan maintenance and restoration projects;
- Conduct litter abatement;
- Participate in Land Management and Restoration activities;
- Communicate with Conservancy neighbors to resolve encroachments and other resource issues;
- Participate in the Citizen Report Program and coordinate with appropriate staff and agency partners to resolve a variety of issues; respond to inquiries from the public regarding policies for protecting and enhancing Conservancy resources;
- Attend routine check-in meetings in an office setting;
- Research properties by reviewing Title Reports, Parcel, Subdivision, Record of Survey, Corner Record, and Site maps.

Required Qualifications:

- Excellent communication skills, desire to interact with and educate the public
- Professional demeanor, demonstrate tact and patience during potentially contentious public interactions
- Ability to work safely and independently with limited daily supervision in the field for extended periods of time in varying weather conditions including smoke and varying terrain
- Ability to maintain detailed records and manage data
- Ability to self-motivate and maintain a positive attitude when completing repetitive tasks
- Possession of a valid California Driver's License with clean driving record
- Understanding of Tahoe environmental issues and concerns

Desired Qualifications:

- Educational background in natural resources related fields
- Ability to interpret assessor parcel maps, identify property boundaries, and use various boundary identification methods
- Understanding of resource management and ecological restoration methods
- Bilingual in Spanish (verbal and written)
- Experience with tree, native plant, and invasive weed identification
- Knowledge and experience with GPS/GIS technologies
- Knowledge and experience in database management
- Natural resource-related coursework or degree
- Knowledge and familiarity with the Tahoe area.

Benefits:

Salary is commensurate with experience. The current salary range is \$23.24 - \$32.70/hour. The Tahoe RCD benefits package includes individual employee health benefits (employer covers 75% medical and 100% dental, vision, and Employee Assistance Program), discretionary leave time (Paid Time Off - 120 hours (years 1-3), 11 paid holidays, and 2 floating holidays). The position also includes State of California Workers' Compensation Insurance, California Public Employees' Retirement System, California State Unemployment Insurance, Medicare, Social Security, and an optional deferred retirement plan (457(b)) is available.

Physical Requirements:

The position will require manual labor. The position requires the ability to lift up to 35 lbs; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; possession of strength, dexterity, and coordination; ability to climb, bend, stoop, squat, and reach on a frequent basis; and ability to communicate on a telephone, via email, and in person.

Please note:

Housing is not included with this employment opportunity. Actual season dates are subject to change due to workload demands, weather and other adverse work conditions. All positions are contingent upon funding. Final candidates will be required to provide a DMV printout. For information on Tahoe RCD: <https://tahoercd.org/> For information on Tahoe Conservancy: <https://tahoe.ca.gov/>

To Apply:

Submit a letter explaining your interest in the field of natural resource management/restoration/forestry and your qualifications for this position, along with a current resume and three (3) references to jpajobs@tahoercd.org. Submittal via e-mail is preferred.

Final Filing Date

Positions are open until filled.

TAHOE RCD IS AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE TAHOE RCD TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.