

POSITION OPENINGS

Powder River Conservation District has the following job vacancies:

WATERCRAFT INSPECTORS

Flexible Hours. Starting at \$16/hr., with ability to advance. Application form and job description are available at the PRCD office.

Positions will remain open until they are filled.

E.O.E.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Highschool diploma or equivalent
- Valid Driver's License
- Self-motivation
- Agricultural background/awareness (*desired*)

WAGES AND HOURS:

- Starting wage is \$16/hour
- Flexible working hours – 8 – 30 hours/week

COMPENSATION:

This is a permanent part-time position, 8 – 30 hours/week, depending on workload, with a flexible schedule, paid by the hour, with pay periods monthly. The starting wage will be \$16/hr., with an opportunity to increase after 8 – week review. Overtime is discouraged, but compensatory time can be accumulated and used as paid time off. Permanent part-time employees are entitled to earn prorated annual vacation benefits (0.058 hr. x hr. worked), eligible for paid vacation time after 12 months of employment is complete. Sick leave is accumulated at 0.046 hr. x hr. worked. Only holidays observed are those observed by the state of Montana (*1-1-216 MCA*).

PERFORMANCE:

Performance will be evaluated against the duties listed above and the requirements developed and communicated for this position. A formal review will be completed by the PRCD Board of Supervisors and will be discussed with you after a 12-month probationary period and thereafter on a yearly basis. The performance rating is an overall evaluation of performance in the judgement of the supervisors. It will be the basis for any wage increase granted by the board.

POWDER RIVER CONSERVATION DISTRICT WATERCRAFT INSPECTOR POSITION

Location:

114 N. Lincoln
Broadus, MT 59317

The conservation district's primary mission is to convey conservation priorities and learning throughout the county through the use of educational resources and activities, issue 310 perennial stream permits according to established procedures, administer reserved water use, host a watercraft inspection station to prevent the influx of aquatic invasive species, among other local resource concerns.

Watercraft Inspectors are seasonal employees, trained to give the best and most efficient inspection possible. A typical watercraft inspection consists of a boater interview, an inspection and decontamination (if necessary). The interview consists of questions relating to boater origin and movement, water user type, live bait usage, knowledge of AIS, cleaning methods, cleaning frequency, and number of launches per year. Inspection stations are generally manned by two trained inspectors. Inspectors will be friendly, polite and courteous at all times, making the inspection process as pleasant and informative as possible.

DUTIES & RESPONSIBILITIES (*including, but not limited to*):

- Familiarity with Aquatic Invasive Species (AIS); how to identify and prevent transport of such species
- Adherent to Safety and Job Site Standards
- Equipment Maintenance and Operation
- Conduct Boater Interviews
- Physical Inspection of Watercraft for AIS
- Decontamination of Watercraft
- Attendance of Training Sessions as Approved by the Board
- Performs Other Duties as Required

SUPERVISION:

This position is the direct responsibility of the AIS Supervisor who answers to the PRCD Board of Supervisors.

APPLICATION FOR PRCD WATERCRAFT INSPECTOR

PERSONAL INFORMATION		
DATE:	SOCIAL SECURITY NUMBER:	
NAME:		
LAST	FIRST	MIDDLE
PRESENT ADDRESS:		
PERMENENT ADDRESS:		
PHONE NUMBERS:		
HOME	WORK	
USA CITIZEN?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

EDUCATION				
	SCHOOL ATTENDED	YEARS ATTENDED	DATE GRADUATED	SUBJECTS STUDIED
HIGHSCHOOL	Name:	From:		
	Location:	To:		
COLLEGE	Name:	From:		
	Location:	To:		
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL	Name:	From:		
	Location:	To:		

EMPLOYMENT HISTORY *(List below your last four employers, starting with the most recent)*

MONTH/YEAR	ADDRESS AND TELEPHONE NUMBER OF EMPLOYER	SALARY/HOURLY RATE	POSITION TITLE	DUTIES PERFORMED
From: To:				
From: To:				
From: To:				
From: To:				

*If additional space is needed, please continue on a separate sheet

REFERENCES

Give name, address, and telephone number of three references who are not related to you and are not previous employers:

1.

2.

3.

IN CASE OF EMERGENCY NOTIFY:

Name/Contact Information:

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application will be considered for a period not to exceed 45 days.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an 'at will' nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this 'at will' employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in the application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant:

Date: