



# Yolo County Resource Conservation District

221 West Court Street, Suite 1  
Woodland, CA 95695

phone: (530) 661-1688  
www.yolorcd.org

## Position Description

### Project Assistant

Salary Range: \$15.30 - \$20.40 Hourly

#### Definition:

Under supervision of a Project Manager, perform a variety of tasks and activities including invasive plant species management, establishment and maintenance of native plants, installation and operation of drip irrigation systems, information gathering and compiling for management plans and some related office/computer work.

#### Duties & Responsibilities:

- Assist with weed management activities, which may include, but are not limited to herbicide application, mowing, and weed whacking.
- Irrigate native plantings by using a drip system with portable pumps, or water truck.
- Propagating and planting native plants for nursery stock and project activities.
- Operate mechanical equipment such as hand and power tools, ATV, mower, string trimmer, and backpack sprayer.
- Perform other miscellaneous duties, as needed.

#### Knowledge & Ability:

Knowledge of:

- Native plants, weed species, resource conservation practices, watershed concepts and vegetation management planning.
- Basic farming and ranching practices.
- Production agriculture, as practiced in the Central Valley of California.
- Computers, including ability to work with Microsoft Office Suite of programs, especially Excel and GIS.
- Modern office methods and practices including filing systems, reception and telephone techniques.
- Correct English usage, spelling, grammar and ability to read and write English.

Ability to:

- Communicate well and be highly organized.
- Adapt to change, be mentally flexible, have desire to learn.
- Work cooperatively with people with different perspectives, priorities and temperaments.

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The Mission of the Yolo County Resource Conservation District is to Protect, Improve, and Sustain the Natural Resources of Yolo County.

- Work independently, be highly motivated, and be a “self-starter”.
- Operate a variety of modern office equipment.
- Deal with the public and present oneself in a professional manner.
- Prioritize a variable work load and analyze data.
- Ability to work comfortably in the field in a variety of outdoor, and sometimes inclement, weather conditions and on uneven terrain including rock hopping, ditch hopping, lifting, planting, etc. around equipment and herbicides.
- Operate hand and power tools, ATV, mower, string trimmer and utilize a backpack sprayer to spray herbicides.
- Operate small equipment including a Bobcat, trencher, small tractor.

Minimum Requirements or Experience:

Any combination of experience and education which provides the required knowledge and skills is acceptable but preferably:

- Significant progress toward or completion of a bachelor’s degree in an agriculture, landscape architecture, ecology or natural resource related field or six (6) months experience working in these areas.

Physical Requirements:

- As needed, ability to work in the field in a variety of outdoor, and sometimes inclement, weather conditions and walk on uneven terrain including rock hopping, ditch hopping. Ability to place or retrieve items below waist level will be required. Considerable moving is involved including walking up to 2 miles, bending, stooping, squatting, twisting, reaching and working on irregular surfaces, frequent lifting of up to 25 pounds and occasional lifting of up to 50 pounds. Using hand tools such as shovels for work purposes, etc.

License:

- Required to possess and maintain a valid California driver’s license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.