



## Job Description

**Position Title:** Research and Monitoring Field Assistant

**Accountable To:** Research and Monitoring Program Manager

**FLSA Status:** Non-Exempt

---

### Primary Objective of the Position:

Performs basic technical work assisting in the implementation of the District's Research and Monitoring Program. Work is performed under the moderate supervision of the Research and Monitoring Program Manager.

---

### Qualification Requirements:

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Job Functions:

Under the direction of the Research and Monitoring Program Manager, and in coordination with the Research and Monitoring Coordinator, collect hydrologic, chemical and biological data.

Install, operate, inspect, calibrate and repair monitoring equipment in the field including water quality probes, automatic samplers, and other monitoring equipment.

Coordinate with analytical laboratories for equipment supply and sample drop-off or pick up, chain of custody and sample management.

Assists in maintaining an organized/clean laboratory.

Collect and record data consistent with established protocols for quality assurance and quality control for data collection and analysis.

Assists in the data management, analysis and interpretation.

Assists in preparing an annual monitoring and technical reports.

### Education and Experience:

Associates/Technical degree with coursework in environmental sciences, natural resources, or related field. Bachelor's degree and related experience preferred.

### Knowledge, Skills and Abilities:

- Thorough knowledge of water quality sampling protocols, QA/QC protocols and sample processing through the chain of custody
- Thorough knowledge of water quality monitoring equipment and its use including automated samplers, water quality sondes, GPS devices, and other sampling equipment
- Ability to follow standard operating procedures including collection of detailed field notes
- Ability to trailer and operate motorized watercraft and ability to work occasional evenings and weekends
- Ability to make arithmetic computations and basic descriptive statistics for physical, chemical and biologic data

**Job Description**

- Ability to complete basic data management activities including data entry, documentation, and basic spreadsheet analyses
- Ability to operate standard office equipment, computer equipment including related hardware and software and job-specific devices (i.e. ArcGIS, WISKI)
- Ability to develop and maintain a working knowledge of the District’s operations and policies, and state rules and regulations necessary to satisfactorily complete assigned responsibilities
- Ability to provide superior customer service and interaction in a friendly, professional manner, and ability to maintain a flexible attitude toward job responsibilities and procedural changes, with a willingness to help others as needed
- Ability to communicate effectively, verbally and in writing, and ability to be an objective listener and respect the opinion of others
- Ability to develop and maintain positive, cooperative, working relationships with all District employees/consultants and the general public

**Physical Requirements:**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel and reaching with hands and arms, frequently requires sitting, speaking or hearing, lifting and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms-length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to insects, animals and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration, exposure to irritating plants and exposure to environmental toxins/disease; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements:**

Trailer and operation of motorized watercraft  
 Valid driver's license

**Acknowledgement:**

\_\_\_\_\_  
 Employee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Date

*The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*