

**LAKE MINNETONKA CONSERVATION DISTRICT
EURASIAN WATERMILFOIL (EWM) HARVESTING PROGRAM
SEASONAL EMPLOYEE POSITION DESCRIPTION**

TITLE: EWM Seasonal Employee (Full-time)

REPORTS TO: EWM Site Supervisor

POSITION PURPOSE:

The purpose of this position is to perform a wide variety of tasks associated with the EWM Harvesting Program, under the direction of the EWM Site Supervisor. The position is full-time, with no benefits, with a harvesting season from early to mid-June through mid August. Primary position responsibilities include operation of EWM harvesting equipment, assisting at off-load sites and public access/private lakeshore clean-up, and other duties as assigned as by the supervisor. This position acts as ambassador of the LMCD and Lake Minnetonka.

POSITION RESPONSIBILITIES:

1. Operation of EWM Harvesting Equipment.

- A. Demonstrate skills necessary to effectively operate specialized equipment in an efficient, safe, and productive manner.
- B. Perform daily equipment maintenance and cleaning as directed by the supervisor. Any equipment problems or irregularities should be reported promptly to supervisor and/or EWM fleet mechanic, and documented in the operator's harvester machine log.
- C. Comply with the daily harvesting workplan established by the supervisor. Any alterations from the daily workplan should be communicated and approved by the supervisor in advance. Daily start-up and shutdown of operations shall comply with times established by the District.
- D. Utilize and complete report forms prepared by the District for essential statistical data. These report forms shall be accurately completed and turned into the supervisor on a daily basis.
- E. Properly care for all tools and equipment provided by the District for each harvester. Any tools or equipment missing or broken shall be reported to the supervisor immediately. The operator shall be accountable for return of all tools and equipment provided by the District.
- F. Utilize radio support equipment per FCC standards in a business-like manner on the public airwaves.
- G. Utilize all safety equipment while the harvesters are water borne and during other tasks.
- H. Ensure that harvesters and other EWM equipment is properly stored at day's end for secure overnight storage.
- I. Report all work related injuries immediately to supervisor, completing Workers Compensation First Injury Report when needed.
- J. Assist other co-workers during emergency or other circumstances, ensuring that there is coordination with supervisor.
- K. Perform other tasks as assigned by supervisor.

2. Assisting at off-load sites and public access/private lakeshore clean-up.

- A. Assisting at off-load sites.
 - 1) Assist in the set-up of District owned equipment at off-load sites in a safe manner. This shall be conducted in a manner so that it minimizes the impact of public access to Lake Minnetonka.

- 2) Assist in the off-loading of milfoil and other aquatic plants from the harvesters to the EWM trucking contractor trucks utilizing shore conveyor equipment. This shall be conducted in an efficient, safe, and productive manner.
- 3) Assist in the daily clean-up of off-load sites. This includes fragmented milfoil, other aquatic plants, and District tools and equipment used in conjunction with the program.
- 4) Perform other tasks as assigned by the supervisor.

B. Assist in public access/private lakeshore clean-up.

- 1) Assist in the removal of milfoil and other aquatic plants from public accesses and private lakeshore properties as coordinated by supervisor.
- 2) Clean-up of milfoil and other aquatic plants at public accesses shall be conducted in a manner so that it does not interfere with public use, including boat and pedestrian traffic.
- 3) Clean-up of milfoil and other aquatic plants from lakeshore sites at areas where the District is harvesting must either be reached from the public water or by public land through adjoining property. Crossing private property must only be done with the permission of a responsible party at the property.
- 4) Perform other tasks as assigned by the supervisor.

C. Perform other duties as assigned by supervisor.

3. Perform the tasks referenced above with the understanding that this position represents the District and may be subject to public observation for the manner and efficiency in which the tasks are performed.

4. Perform other duties assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Candidates must possess a high school degree or GED.
2. Previous experience in the operation of heavy equipment is desired.
3. Ability to work and communicate with other harvesting employees, contractors, and the general public in a tactful and friendly manner.
4. Ability to work alone on assigned tasks yet work as a team.
5. Ability to operate work boat used in conjunction with the program.
6. Obtain Lake Service Provider (LSP) Certificate through the MN DNR online training program upon Hire.

PHYSICAL REQUIREMENTS

1. Must be able to lift at least 50 lbs.
2. Requires prolonged periods of sitting, climbing, working on unlevel surfaces, twisting, bending, jumping, and other agility.
3. Work environment includes exposure to outside conditions such as water, heat, sun, wind, and other weather elements.
4. May also include standard office conditions and data recording.

Updated: April, 2017