



WATER CONSERVATION SPECIALIST
Salary Range: \$4887 - \$6549 monthly

DEFINITION

Under general direction, assists in developing, implementing and evaluating various water conservation programs; performs residential, commercial and landscape water audits at various customer field locations; operates customer service software and databases; coordinates special projects; public outreach regarding water conservation programs, services, and regulations; assists with providing public information, education and outreach activities; writes articles for media, website, and utility newsletter; seeks out and applies for grant funding for various water district projects; participates in public information and communications programs and activities of the San Lorenzo Valley Water District and performs other related work as assigned.

CLASS CHARACTERISTICS

This classification is responsible for assisting with the development and implementation of various water conservation and outreach programs, performs general clerical tasks and provides routine information to the public including related written materials. Work performed with a high degree of independence and action.

SUPERVISION RECEIVED AND EXERCISED

Supervised by: Environmental Programs Manager

Exercises supervision over: No Supervisory Responsibility

ESSENTIAL DUTIES (Duties may include but are not limited to, the following):

- Performs indoor residential water audits by conducting field inspections and tests including those for leaky toilets and sinks; calculates flow rates of showers and faucets installs low flow fixtures, and instructs customers on other ways to save water in the home.
- Conducts outdoor water audits including testing sprinkler systems, calculating the amount of water used in irrigation, pointing out deficiencies in sprinkler placement and developing a watering schedule for customer.
- Assists in cost-benefit and water-saving analyses.

- Administers water conservation programs-including the various rebate programs-such as processes water conservation certificates and rebate applications; checks applications for accuracy and completion, performs inspections to verify installation, enters data on computer.
- Assists customers in analyzing water use, contacts customers with high-consumption water accounts to recommend water conservation measures in order to reduce water use.
- Reviews water consumption records, summarizes information, and prepares spreadsheet reports.
- Implements public communication strategy for department.
- Develops and helps implement community engagement programs as directed.
- Develops, coordinates, and implements a variety of informational, educational, and outreach communication materials and distributes to customers, community members and groups and the general public.
- Develops educational/informational display materials for special events; may staff booths to answer questions and distribute information.
- Plans, schedules, and makes presentations related to water conservation and the water system to schools, businesses and community groups; assists in identifying target businesses and groups for outreach efforts; assists in the coordination of speakers and special events.
- Conducts studies and surveys in the review of internal and external communication programs; formulates recommendations and prepares reports; confers with department managers, other staff, public officials, consultants, and customers and the press in the accomplishment of program objectives.
- Attends meetings of the Board of Directors, Committees, Department(s), and other groups as directed.
- Ensures all departmental communications efforts are coordinated with the Supervisor and or Management Team.
- Provides creative writing and designs and produces a variety of promotional materials to create public awareness of programs, services and activities.
- Establishes and maintains working relationships with the media, public, private agencies and organizations.
- Researches grant opportunities (e.g. infrastructure improvements, habitat restoration projects, habitat enhancement monitoring programs, water conservation programs, etc.) for the purpose of developing additional funding resources for both current and proposed services, programs, and projects.
- Administers Watershed Education Grant Program.
- Guides interns workload in water conservation and other projects as directed.
- Manages consultants during special projects.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge:

- Basic knowledge of residential, commercial and industrial and institutional water conservation devices, materials and practices.
- Basic knowledge of the types and characteristics of water conserving plants, landscape designs, soils, turf grasses, and irrigation systems.
- Basic principles of customer service.
- Knowledge of grant opportunities, grant writing and project development.
- Principles, techniques and methods of public information, marketing and community relations.
- Methods of preparing informational materials and disseminating them through appropriate media.
- Web-based media, social media, and other emerging media for internal and external communications.
- Principles and practices of graphic design and production and distribution of informational publications.
- Basic desktop publishing and related computer applications.
- Basic research and analysis methodology and techniques.
- Principles and practices of skilled written and oral communications.

Abilities:

- Communicate strategically and effectively in producing engaging, lucid and concise documents.
- Prepare and present organized and accurate oral reports, statements and presentations.
- Develop and prepare grant proposals.
- Effectively serve as the department's spokesperson and represent the department professionally.
- Collect, evaluate and interpret varied information and data, either in statistical, narrative or verbal form.
- Demonstrate sound judgment.
- Communicate technical information in a manner that is appropriate for the intended audience.
- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously.
- Establish and maintain and promote effective working relationships with employees, media representatives, other agencies, elected and appointed officials, and the public.
- Effectively utilize computers and emerging technologies.
- Work independently and as a team member.

Working Conditions:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The

position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard.

Additionally, the position requires far and near vision when reading and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Education and Experience:

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- Bachelor's degree from an accredited college or university in a closely related field and,
- Three (3) years of increasingly responsible water conservation-related experience.

Licenses/Certificates:

Possession of a valid California driver's license at date of hire and a safe driving record; or ability to provide suitable transportation which is approved by the appointing authority.

Desirable Qualification:

Experience working with municipal government functions and processes. Depending on assignment, experience writing grant proposals. Experience with public relations.

APPLICATION REQUIREMENTS

A letter of interest, a District application form and a copy of your resume are required. Applications may be found on the District website and must be submitted prior to the closing date.

CLOSING DATE:

Friday, April 21, 2017 at 5:00 P.M. your letter of interest, District application, supplemental questions and resume must be received for consideration.

Address to:

District Secretary
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

APPLICATION FOR EMPLOYMENT



SAN LORENZO VALLEY WATER DISTRICT
13060 HIGHWAY 9, BOULDER CREEK CA 95006-9119
PHONE:(831)430-4636 FAX:(831)338-7986 WWW.SLVWD.COM

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, creed, sex, national origin, marital status, age, physical or mental disability, medical condition or sexual orientation.

(PLEASE PRINT OR TYPE)

Title of Position Applied For:	Date of Application:
--------------------------------	----------------------

PERSONAL INFORMATION:

Last Name:	First Name:	Middle Name:		
Address:	Street:	City:	State:	Zip:
Telephone Number(s):	Day:	Evening:	Messages:	

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1) Do you need reasonable accommodations to take an interview or written test? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Are you a US Citizen or are you legally authorized to work in the US? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) If employed and you are under age 18, can you furnish a work permit? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) May we contact your present employer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) May we contact your former employers? | <input type="checkbox"/> | <input type="checkbox"/> |

EDUCATION AND TRAINING

Did you graduate from High School? If not, do you possess a GED or equivalent? If not enter grade completed:

YES NO

YES NO

LIST BELOW UNIVERSITY OR COLLEGE NAME AND LOCATION, BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOLS: *(List most recent first.)*

NAME/LOCATION	COURSE OF STUDY	UNITS COMPLETED	DIPLOMA/DEGREE OR CERTIFICATE

LIST BELOW ANY LICENSES AND CERTIFICATES OF PROFESSIONAL OR VOCATIONAL COMPETENCE, OR MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS: *(You may exclude memberships which would reveal race, color, religion, creed, sex, national origin, marital status, age, physical or mental disability, medical condition or understand that I am required to abide by all rules*

SUMMARIZE BELOW SPECIAL JOB RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE:

Have you ever had any training in the US military which is related to the job for which you are applying?

If yes, please describe:

EMPLOYMENT HISTORY

Describe your work experience in detail, beginning with your current or most recent job. Use a separate block to describe each position. Include military service (indicate rank) and job-related volunteer work, if applicable. Indicate number of employees supervised. Provide an explanation of any gaps in employment. If needed, attach additional sheets, using the same format as on the application. Resumes are acceptable for the description of duties and responsibilities only. All other information in this section must be completed.

Name of Present or Last Employer: _____		
Address: _____	Phone Number: _____	
Job Title: _____	Supervisor's Name: _____	
From: _____ Month Day Year	To: _____ Month Day Year	Hours Per Week: _____
Duties/Responsibilities: _____		
Reason For Leaving: _____		

Name of Employer: _____		
Address: _____	Phone Number: _____	
Job Title: _____	Supervisor's Name: _____	
From: _____ Month Day Year	To: _____ Month Day Year	Hours Per Week: _____
Duties/Responsibilities: _____		
Reason For Leaving: _____		

Name of Employer: _____		
Address: _____	Phone Number: _____	
Job Title: _____	Supervisor's Name: _____	
From: _____ Month Day Year	To: _____ Month Day Year	Hours Per Week: _____
Duties/Responsibilities: _____		
Reason For Leaving: _____		

REFERENCES

Please list at least three references of individuals who have knowledge of your work experience: *(do not include relatives)*

NAME	ADDRESS	PHONE NUMBER

APPLICANT'S STATEMENT

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. If requested, I can and will supply documentation which will confirm the entries made on this application are true and correct. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand and hereby acknowledge that any employment relationship with the San Lorenzo Valley Water District is "employment at will", which means that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I understand that this "employment at will" relationship can not be changed verbally or in writing, unless such change is specifically authorized in writing by the District Manager of the San Lorenzo Valley Water District. I also understand that this application is not a contract of employment. I also understand that I am required to abide by all rules and regulations of the San Lorenzo Valley Water District.

Signature of Applicant

Date