City of American Canyon October 2016

SUSTAINABILITY COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed in a job.

DEFINITION

Under general supervision, performs a variety of paraprofessional, technical, administrative, programmatic and customer service support duties related to the development and implementation of an effective water conservation and sustainability program, and other pollution prevention and conservation programs; researches and compiles information, prepares reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Public Works Director and/or their designee.

DISTINGUISHING CHARACTERISTICS

The individual(s) in this class is an independent thinker with a vision to research and plan and has effective communication skills to serve as the City's representative to the community in implementation of conservation programs and is in frequent contact with the community in situations that require technical expertise and effective communications and public relation skills. Internally, this position will participate in interdepartmental coordination related to conservation and sustainability programs.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Develops, implements, modifies, coordinates, and monitors elements of a water use reduction or conservation program, encouraging use of such devices and techniques as high-efficiency fixtures and appliances, leak detection and control, water efficient landscaping, smart irrigation methods and customer education. Coordinate sustainability and conservation activities among City departments, external agencies and partners, community organizations, residents and businesses with the goal of achieving by-in, education, and habit transformation.
- Serve as the City representative on various sustainability committees and organizations as assigned.
- Work with City departments to establish sustainable practices applicable to their respective functions, projects and programs.
- Evaluate possible sustainability measures to prioritize investment through cost/benefit analysis.
- Develop processes to track the City's sustainability objectives and initiatives to ensure positive progress in achieving stated goals within the specified time frame.
- Research, write, and manage grant and award applications.
- Coordinate energy efficiency programs related to the City's Climate Action Plan.
- Track annual water demands and prepare reports for the City Council.

- Conduct outreach to enhance recycled water conversions throughout the City. Monitor and evaluate sustainability and conservation program effectiveness, document performance trends, and recommend and implement modifications to improve program effectiveness to insure achievement of stated goals within the specified time frame.
- Maintain and update the City's sustainability, water conservation and green program webpages.
- Oversee and perform inspections and outreach to implement water conservation incentive programs including C4G, toilet retrofit, washer rebate programs, and other water reduction incentive programs.
- Assists in the preparation of, or prepares, correspondence, various compliance reports, public information, and other related documentation.
- Interprets, implements, and enforces pertinent provisions of Federal, State, and Local regulations.
- Develop and implement a water audit program that includes visits to homes and businesses to assess leaks, water using apparatus and fixtures, and irrigation systems and schedules. The program would also make recommendations on water-wise changes in behavior. For business, monitor actual water consumption compared to allowed consumption in Will-Serve Letters.
- Provide consistent attention and communication such as inspection, field/plant sample collection, sample analysis, quality control checking, data validation, reporting, billing calculation, operation and maintenance of field equipment, outreach, public meetings and presentations, recordkeeping, and data/information collection/analysis.
- Manage and implement Zero Water Footprint policies and programs. Develop and maintain a set of projects and programs that would be eligible for ZWF funding, and coordinate with developers to implement those projects (or provide funding).
- Coordinate with other City staff to develop and implement a robust school outreach program to teach water-wise habits.
- Provide lead worker guidance to part-time workers and volunteers in the implementation of conservation programs and projects.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Principles and practices of water conservation such as California Urban Water Conservation Council Best Management Practices.
- Appropriate materials, plants, equipment, and techniques for water efficient landscaping.
- Methods and techniques for creating written and oral public information programs.
- Techniques for dealing with the public in difficult situations
- Data collection, project analytical methods and practices.
- Practices of preparing written reports, correspondence, and educational materials
- Standard office administrative policies and procedures

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Compile and interpret data regarding water consumption and identify possible areas of reducing long and short-term water use.
- Interpret landscape designs and building plans.
- Plan, conduct and carry through various date collection, compilation and analytical studies.
- Work independently, without close supervision in the office and in the field.
- Provide lead worker guidance of part-time support staff.
- Make effective, professional presentations to a wide variety of audiences.
- Write and create technical and informational publications, reports, graphs, brochures, and other materials.
- Understand and interpret laws/regulations/codes; interpret and evaluate technical information; resolve technical issues.
- Use appropriate software to perform work and to generate reports and documents.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications

Education:
A bachelor's degree from an accredited college or university with major in Public Health, Environmental Health, Environmental Studies, Integrated Waste Management, Environmental Engineering, Public or Business Administration, Geography, Geology, or a closely related field.

-AND-

Experience: Two years of work experience in either (1) water conservation, landscaping, water systems, plumbing or related field, and (2) in field or office work involving public outreach or frequent customer contact.

NOTE - *For all levels*: A master's degree from an accredited college or university with major in Public Health, Environmental Health, Environmental Studies, Integrated Waste Management, Environmental Engineering, Public or Business Administration, Geography, Geology, or a closely related field may substitute for one year of the required experience.

-AND-

Certificates:

- Possession of Water Use Efficiently Practitioner Grade 2 Certification from the California-Nevada Section of the American Water Work Association (AWWWA) is desirable.
- Status as a Certified Landscape Irrigation Auditor (CLIA) from the Irrigation Association is desirable.
- CWEA Grade 1 or 2 Environmental Compliance Inspector Certification desirable

License Requirement:
Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements
Work is performed in a typical outdoor/indoor environment on a year-round basis.
(1) Mobility: frequent standing for long periods of time; frequent bending and squatting. (2) Occasional lifting up to 50 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Sustainability Coordinator	10/2016			4420	Non-Exempt	4

APPROVED: _____ Date: 10/27/16
Administrative Services Director