



Environmental Services Analyst

Summary

Plan, organize, coordinate, and implement a variety of resource conservation programs, including water conservation, recycled water, stormwater and groundwater, and urban water planning, and environmental lands management; provide expertise in program elements for the organization; perform a variety of professional and technical level tasks relative to assigned areas of responsibility.

Class Characteristics

Direction is provided by a higher-level supervisor or manager; responsibilities may include the direct or indirect supervision of technical and/or support staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for resource conservation programs; implement policies and procedures.

Develop, implement, and revise resource conservation programs as new technologies and program elements are identified; plan and implement recycled water expansion program, solid waste programs, urban water planning, and other resource management programs; develop strategies and time schedules for implementing new program components.

Research and analyze water use patterns to identify conservation methods; investigate and develop methods to reduce the City's flow to the wastewater treatment plant; gather, analyze, and interpret data related to water supply and use to determine cost effective program options; analyze existing water and recycled water mainline locations; provide recommendations on expanding existing recycled water system to new tertiary recycled water program.

Oversee and manage various water conservation program components, including, but not limited to, the California Irrigation Management Information System (CIMIS) weather stations, ultra-low flush toilets, water-conserving landscaping and irrigation techniques, rebate measures, recycled water uses, commercial/industrial/institutional/residential water use surveys, water pricing, and other water saving devices; facilitate connections of new recycled water users.

Plan, develop, coordinate, and provide ongoing public awareness, outreach, education, and participation related to resource conservation programs, including water and resource conservation, recycled water, urban water planning, groundwater, and stormwater; prepare and make presentations to consumers; present workshops and short training programs on conservation and other resource management topics; develop activities for conservation activities; create press releases, newsletters, flyers, and other information resources on water conservation.

Coordinate resource conservation program efforts of various divisions of City departments and volunteer groups; represent the City in dealing with conservation issues before the City Council, Chamber of Commerce, the public, state and local regulators, and a wide range of community groups; represent the City to other groups as assigned.

Identify and map new and existing accounts available to connect to existing recycled main lines; assist in feasibility studies and of recycled water expansion programs; perform ongoing monitoring of new and existing accounts.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials, and supplies; monitor and control expenditure.

Implement and administer the City's Water Conservation Plan; track, implement, and ensure compliance with California's Urban Water Conservation Best Management Practices and other local, state, and federal water related rules and regulations; prepare various reports for local and state agencies; update the City's Urban Water Management and Water Shortage Contingency Plans.

Research, prepare, and submit technical and regulatory reports and proposed regulations and ordinances to control the use of water; write and administer grants for environmental services projects.

Conduct water audits; may install or provide advice in installing water-saving devices; coordinate with other agencies in the planning and implementation of regional conservation programs; monitor and evaluate conservation results.

Prepare, negotiate, and administer landscape maintenance agreements and contracts for City facilities; plan and design new and/or renovated water-efficient landscapes at City facilities.

Review, analyze, and administer solid waste contracts; prepare and manage contracts for related services and oversee procurement of conservation materials.

Perform development plan review for new construction and renovation projects to ensure compliance with City standards as they relate to water, sewers, storm drain, and related public works facilities as required.

Plan and implement groundwater management and stormwater program activities; assist in the development and implementation plans for stormwater utilities and other dedicated funding sources.

Assist with overseeing compliance with air quality requirements of the water recycling facility and the Public Works and Utilities Department.

Oversee and coordinate the completion of permit conditions and mitigation requirements for Capital Improvement projects and other environmental lands.

Perform technical review of existing, proposed, and new local, state, and federal environmental regulations.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

Skills/Abilities:

Review and analyze data on water consumption and identify measures that targets inefficient use.

Use computer forecasting and water planning tools; conduct water audits.

Organize, implement, and manage water conservation programs and activities.

Maintain accurate records and prepare and present a variety of technical and administrative reports.

Make effective, professional presentations to a wide variety of audiences, such as community groups, schools, businesses, and public commissions.

Interpret and explain pertinent resource conservation policies, programs, and procedures.

Assist in the development and monitoring of program budgets.

Write and create technical publications, reports, grants, training curricula, graphs, brochures, and other materials to inform and educate the public about conservation related topics.

Perform field sampling and analysis of water samples; interpret lab results of water analysis.

May supervise, train, and evaluate staff.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee operates a motor vehicle to transport materials and perform job duties. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of resource conservation program development, implementation, and monitoring.

Techniques and equipment used in irrigation and water distribution and the operation of various water savings devices.

Water efficient irrigation and landscape practices.

Methods of creating and managing public information programs.

Federal, state, and local regulatory requirements, including applicable laws, codes, ordinances, regulations, and guidelines governing water, stormwater, recycled water, air quality, and groundwater.

Principles and practices of budget monitoring.

Grant writing and administration.

Principles and practices of effective customer service.

Social media such as Facebook and Twitter as tools for public information and engagement.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, graphics, and audio-visual aids.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major course work in environmental engineering, environmental studies, landscaping, water supply, natural resources management, business management, or a related field.

Experience:

Three years of increasingly responsible experience in resource conservation that includes the preparation, implementation, and coordination of resource conservation programs. Experience in wastewater utilities, stormwater utilities or water utilities is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of an Achievement in Water Use Efficiency Practitioner Certificate issued by the American Water Works Association, California Nevada Section within 24 months of appointment.

Possession of a Water Use Efficiency Grade 2 Practitioner Certificate issued by the American Water Works Association, California Nevada Section, is desirable.

Qualification as a Qualified Stormwater Pollution Prevention Plan (SWPPP) Practitioner (QSP) by the California State Water Resources Control Board is desirable.

Possession of a Landscape Irrigation Auditor certificate issued by the Irrigation Association is desirable.

Established: 11/17/2014

Resolution #: 2014-173 N.C.S./ 2015-073 N.C.S./ 2021-123 N.C.S.

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Department: Public Works and Utilities

FLSA Status: Non-exempt