



# EMPLOYMENT OPPORTUNITY

## **WATER CONSERVATIONIST**

### **Two (2) positions to be filled**

(6-MONTH TEMPORARY/PART TIME ASSIGNMENT)

**\$12.15 per hour**

*Position is Part-time (maximum of 30 hrs. per week), and requires flexibility to work mornings, evenings, weekends and holidays.  
This position is not eligible for City benefits other than those mandated by Federal and State Law.*

**Open: Tuesday, September 5, 2017**

**Closed: Monday, September 11, 2017 (or until 100 applicants received)**

**Apply at: [www.calopps.org](http://www.calopps.org)**

Incomplete, late, emailed, faxed and hard copy applications will NOT be accepted.  
Resumes will NOT be considered in lieu of the required employment application.

#### **POSITION DESCRIPTION**

Performs public education and enforcement of the City's water conservation program. This is typically a seasonal position which requires working irregular hours and weekends.

#### **SUPERVISION RECEIVED**

General supervision from the Director of Public Works or designee.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Enforce City Water Conservation rules and regulations.
- Assist in public education of water conservation.
- Issue warnings and fine notices for water use violations.
- Issue water conservation kits.
- Maintain daily activity logs.
- Attend training sessions for program implementation.

#### **MINIMUM QUALIFICATIONS**

##### Knowledge of:

- A variety of personal computer applications, including standard word processing, excel spreadsheets and database software.
- Both standard and smart irrigation system principles and practices
- Soil science and management
- Report writing and file maintenance.
- Principles of community relations.

##### Ability to:

- Establish and maintain cooperative relationships with those contacted during the course of work.
- Program automatic sprinkler timers for residential and commercial accounts.
- Use personal iPad, computer and software appliances.
- Provide customer service and manage customer complaints
- Community concisely both orally and in writing.
- Work flexible hours including evenings and weekends.

### **SPECIAL REQUIREMENTS**

Must possess a valid California state driver's license or have the ability to obtain one prior to employment.

### **TOOLS AND EQUIPMENT USED**

Motor vehicle, phone, mobile or portable radio, copy and fax machine.

### **PHYSICAL DEMANDS**

The physical 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 disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required for the observation of water use compliance. Hand-eye coordination is necessary to operate motor vehicles and various office equipment.

While performing the duties of this job the employee is frequently required to exit and enter a motor vehicle; maneuver on walkways and ground; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to sit; climb; or balance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The noise level in the work environment is usually moderate.

### **EXAMINATION PROCESS**

Applications will be evaluated and scored on a continuous basis until a sufficient number of candidates achieve a passing score, at which time, the application process will be closed. The City will screen for those applicants who possess the desirable qualifications. Those who receive the highest scores will be contacted via email and invited to an interview.

### **SELECTION PROCESS**

Offers of employment may be subject to successful completion of a pre-employment background check, fingerprint clearance, and a physical examination. The I-9 verification form designated by Immigration and Naturalization Service is required to certify eligibility for employment in the United States.

**PLEASE NOTE:** The provisions of this bulletin do not constitute a contract or offer of employment expressed or implied.

### **AMERICANS WITH DISABILITIES ACT**

In accordance with the Americans with Disabilities Act (ADA), if you require accommodations for the examination, please contact the Human Resources office at least 72 hours in advance of the test to request; official documentation of your need for accommodation may be required.

**THE CITY OF CERES IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY**