



CITY OF SANTA CRUZ  
invites applications for the position of:

# Water Resources Specialist (in the Environmental Projects Analyst series) \* Open and Promotional

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**SALARY:** \$25.44 - \$37.59 Hourly  
\$4,410.00 - \$6,515.00 Monthly

**OPENING DATE:** 09/22/16

**CLOSING DATE:** 10/13/16 05:00 PM

**THE POSITION:**

The Water Resources Specialist provides environmental regulatory support services for water system operations and maintenance and capital improvement projects, including scientific data collection, obtaining required permits, review of work plans and preparation of regulatory reports and conducting education and outreach; and assists with environmental review of projects which may have potential to affect City of Santa Cruz drinking water source watersheds, in addition to the typical duties listed below. Requires knowledge of hydrology, limnology, chemistry, groundwater and field biology monitoring techniques and knowledge of principles, methods, and terminology of chemical, biological, and bacteriological testing commonly performed for water/wastewater analyses.

Recruitment # 17-033

Selection Timeline: (Note: The following process may be changed as deemed necessary by the Human Resources Director.)

1. Recruitment will close when first 35 complete and qualified applications are received or on Thursday, 10/13 whichever occurs first; recruitment will close without notice. All application materials must be received by the Human Resources Department by 5:00 pm; postmarks are not accepted. To apply, submit:
  1. **Application**- online application preferred; paper application accepted. Resumes are not accepted in lieu of filling out application form completely.
  2. **Response to supplemental questions** - will be a primary tool in the evaluation of your qualifications for this position. Any work experience described here should also be included in your employment history on the main application.
  3. **A three year DMV driving record** printout (obtained within 30 days prior to recruitment closing date) scanned and attached to online application.  
Note: DMV printouts obtained online (\$2.00) are not official documents and will not be accepted in lieu of official printouts. Official printouts (H6) are issued by a Department of Motor Vehicles office at a cost of \$5.00. Please refer to this link for information prior to obtaining your DMV printout: [Driving Record Printouts](#).

2. Week of 10/17 Applications will be competitively screened based on the minimum qualifications for this position. Notification will be sent to all applicants regarding status. All qualified candidates will be given one week to complete an online assessment for job competencies.
3. Week of 11/7 Top qualified candidates will be scheduled for selection interviews or an oral examination which may include a performance or written exercise.
4. If you receive a conditional job offer, you will be required to submit conviction information.

Under general supervision, oversees, monitors, coordinates and conducts one or more environmental programs in support of City services and operational activities, such as the landfill, resource recovery, storm water, drinking water and wastewater facilities; collects samples, performs inspections and field and laboratory tests and analysis; performs research and analysis, writes reports, grants, correspondence and a variety of other materials; develops and implements or administer programs; performs public outreach regarding assigned programs; and, performs other related duties as assigned. Positions in this classification may be assigned to the Public Works Department in the Engineering or Resource Recovery Divisions or to the Water Department in the Watershed or Water Conservation Sections. The currently available position is in the Water Resources Section of the Water Department.

**TYPICAL DUTIES:**

*(May include, but are not limited to, those duties listed below.)*

- Oversees, monitors, conducts and coordinates one or more environmental programs in support of City services and operational activities, such as the landfill, resource recovery, storm water, drinking water, and wastewater facilities; conducts or assists in research projects.
- Develops and implements City programs, including those involving storm water quality, watershed and water resource management and green business; develops, implements and evaluates goals, objectives, policies and priorities for assigned projects and service areas; ensures that established goals and priorities are achieved.
- Stays current with, interprets and applies federal, state and local regulations, codes and ordinances related to area of assignment, such as the Safe Drinking Water Act, California Urban Water Conservation MOU, California Fish and Game and Water Codes, California Forest Practice Rules, California Environmental Quality Act, federal and California Endangered Species Acts, the National Environment Protection Act, National Pollutant Discharge Elimination System Program (NPDES), and other regulations related to groundwater and wastewater, storm water quality, waste management, green business and landfill gas.
- Develops and maintains environmental monitoring and reporting programs; notes compliance violations and assists with remediation efforts; conducts field studies; may perform and coordinate the performance of a variety of laboratory and field chemical, biological and bacteriological analyses to determine compliance with state and federal agency requirements; performs statistical analyses; adheres to quality assurance programs for all monitoring including laboratory analysis and instrumentation as well as field methods and instrumentation.
- Prepares, organizes and maintains comprehensive databases, records and technical reports, correspondence, requests for proposals, contracts for professional services, brochures, advertisements, posters, and other materials; develops educational materials; writes and monitors grants. Compiles statistics; organizes and analyzes data.
- Acts as liaison with government officials, businesses, private landowners, the public and other City staff; provides public outreach and education; makes presentations; serves as a technical resource; responds to questions and inquiries; coordinates pertinent information, resources and work teams necessary for accomplishing tasks; works closely with other

departments and outside groups and agencies to coordinate plans for proposed projects and to respond to their concerns. May coordinate the work of volunteers and interns.

- Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level personnel; assists in the development or revision of policies, ordinances and codes relating to assigned duties; implements those policies and procedures.
- Participates in the review of environmental and planning documents, such as timber harvest plans, environmental monitoring reports, biological assessments, environmental impact reports and permit applications.

**In addition to the above duties, Assignment-Water Department/Conservation Section:**

- Oversees monitors, conducts and coordinates large landscape conservation and incentive programs, performs landscape and irrigation audits, and provides technical resources and training to improve irrigation efficiency.
- Reviews architectural blueprints to determine compliance with landscape conservation ordinance.
- Utilizes the utility billing system to access and enter data, perform research, and compile statistics; analyzes the resulting data and prepares reports.

**In addition to duties in common, Assignment-Water Department/Water Resources:**

- Provides environmental regulatory support services for water system repairs and related operations, as well as capital improvement projects, including review of work plans and preparation of regulatory reports
- Assists with environmental review of projects which may have potential to effect City of Santa Cruz drinking water source watersheds.

**In addition to duties in common, Assignment-Public Works Department/Green Business/Resource Recovery Section:**

- Markets and administers the City's Green Business program.
- Provides assistance and education to businesses concerning Green Business certification and develops outreach materials.
- Assigns and coordinates with internal City and external program auditors for site audits, problem resolution and completion of criteria for certification; coordinates re-certifications.
- Coordinates with state Green Business network on statewide funding and program coordination and regional Green Business program on program changes and promotion.

**ENVIRONMENTAL AND WORKING CONDITIONS**

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires near, far and color vision when collecting and analyzing samples. The need to lift, carry, and push tools, equipment and supplies weighing 25 pounds is also required. Depending on assignment, the incumbent may occasionally need to lift, carry and push tools, equipment and supplies weighing up to 80 pounds with assistance. Additionally, the incumbent may be exposed to

biohazards and a variety of working conditions, including mechanical , electrical and water - related hazards, loud noises when collecting samples and performing field inspections and surveys. The incumbent may work in adverse weather conditions, including wet, heat and cold, when collecting samples. The incumbent may use cleaning and lubricating chemicals or work in an environment that may involve exposure to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and steep slopes. The incumbent may be required to occasionally work evenings and weekends.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge:**

- Principles, practices, and terminology of environmental programs related to the area of assignment.
- Applicable federal and state laws, codes, and regulations.
- Natural resource management.
- Basic statistics.
- Methods and techniques for record keeping and report preparation and writing.
- Office practices, methods and equipment, including using a computer for word processing, spreadsheets, and databases.
  
- Principles and practices of program development, administration, and evaluation.
- Use and application of Geographical Information Systems (G.I.S.) if applicable.
- Nonpoint source water pollution and erosion control/sedimentation best management practices.

#### **The following apply for all positions except for those assigned to Water Resources and Green Business:**

- Methods and techniques of budget development and monitoring.
- Grant writing and administration.

#### **The following apply for all positions except for those assigned to Conservation, Water Resources and Green Business:**

- Occupational hazards and standard safety procedures related to laboratory environments.

#### **The following apply for positions assigned to the Water Department/Water Resources work group and the Public Works Department:**

- General principles, methods, and terminology of chemical, biological, and bacteriological testing commonly performed for water/wastewater and soil analyses.
- Hydrology, limnology, chemistry, groundwater and field biology monitoring techniques.

#### **The following apply for positions assigned to the Water Department/Conservation Section:**

- Landscape water management principles and methods.
- Water conservation best management practices.

The following apply for the position assigned to the Public Works Department/Resource Recovery Section:

- General principles and operational methods used in refuse, recycling, resource recovery, climate change, water and energy conservation.

**Abilities:**

- Oversee, plan, organize, conduct, coordinate, and implement projects and programs.
- Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties.
- Implement, explain, and apply applicable laws, codes, and regulations.
- Analyze and interpret large sets of laboratory, field, and/or statistical data.
- Perform mathematical calculations.
- Write and compile effective technical and administrative reports.
- Read, interpret, and record data accurately.
- Read and interpret maps, sketches, drawings, specifications, technical manuals and/or building plans (depending upon area of assignment).
- Adjust standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Participate in the establishment of section, division, and/or department goals, objectives and methods for evaluating achievement and performance levels.
- Assist with budget development and monitoring.
- Plan, organize, and direct work of assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Follow written and oral directions.
- Work independently, as well as in a team context.
- Observe safety principles and work in a safe manner.
  
- Establish and maintain effective working relationships with representatives of community organizations, private landowners, state, federal, and local agencies and associations, City staff, the general public and other stakeholders.
  
- May safely and effectively operate the tools and equipment used in environmental fieldwork, sampling and/or laboratory testing and analysis.
  
- May calibrate and maintain environmental sampling and monitoring equipment.
- May collect a variety of samples in the field.

**OTHER REQUIREMENTS**

- Willingness to work occasional evenings and weekends, as assigned.
- Willingness to attend off-site meetings and training sessions, such as basic health and safety training related to hazardous materials and waste, as required.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that provides the above knowledge, skills, and

abilities combined with any required licenses or certificates is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- Bachelor's degree in engineering, biology, chemistry, environmental science, environmental studies, landscape architecture, or a related field (depending upon area of assignment); and,
- Two years of experience in the coordination of environmental programs, environmental compliance programs, or related areas (for positions assigned to Water Conservation, two years of water conservation or related experience in landscape architecture, horticulture, or landscape and irrigation design).

### **LICENSES/CERTIFICATES**

- Possession and continued maintenance of a valid California class C driver's license and a safe driving record.

### **Position Specific Assignment-Water Department/Conservation Section:**

- Requirement to obtain the American Water Works Association CA-NV Section Water Use Efficiency Practitioner certification within one year of date of appointment.

### **DESIRABLE QUALIFICATIONS**

- For Resource Recovery Division assignment, ability to speak Spanish proficiently and knowledge of LEED building standards.
- For Water Resources assignment, methods and techniques of budget development and monitoring.
- For Water Resources assignment, grant writing and administration.
- For Water Conservation assignment:
  - Knowledge/preparation of Urban Water Management Plans
  - Experience with a utility billing system

Knowledge of utility water demand characteristics, operations, and measures.

### **CAREER LADDER:**

- Watershed Compliance Manager or Engineering Associate
- Senior Environmental Projects Analyst
- *Environmental Projects Analyst*
- Water Conservation Representative

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofsantacruz.com>

OUR OFFICE IS LOCATED AT:  
 809 Center St., Room 6  
 Santa Cruz, CA 95060  
 831-420-5040  
 831-420-5046  
[HR@cityofsantacruz.com](mailto:HR@cityofsantacruz.com)

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Position #17-033  
 WATER RESOURCES SPECIALIST (IN THE ENVIRONMENTAL  
 PROJECTS ANALYST SERIES) \* OPEN AND PROMOTIONAL  
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**Water Resources Specialist (in the Environmental Projects Analyst series) \* Open and Promotional Supplemental Questionnaire**

- \* 1. Required Attachment - All applicants, must attach to their application a recent (issued within 30 days prior to the final filing date), official, certified, true and attested three year driving record printout issued by the Department of Motor Vehicles. The printout (Form H6) can be obtained at the Department of Motor Vehicles, at the cost of \$5.00. DMV printouts obtained online (\$2.00) are not official documents and will not be accepted in lieu of official printouts. Please refer to this webpage for information prior to obtaining your DMV printout: <http://www.cityofsantacruz.com/departments/human-resources/employment-resources/driving-record-printouts> At minimum applicants with more than two moving violations or responsibility for more than two vehicle accidents in the past three years will be disqualified. Failure to submit a DMV printout will result in disqualification. I have scanned and attached my DMV printout:

Yes

No

- \* 2. Please describe your experience conducting hydrologic and fisheries monitoring including relevant methodology, equipment and associated data processing and report writing.
- \* 3. Please describe your experience conducting environmental education and outreach activities.

\* Required Question