

City of Coalinga

155 W. Durian
Coalinga, CA 93210

Water Conservation Analyst

Pay Class 22 Basic
FLSA Non-Exempt

DEFINITION

Under general supervision of the Assistant City Manager, in coordination with the Public Works & Utilities Coordinator, ensures that various aspects of the Turf Replacement Program are completed as dictated in the program guidelines.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: *Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.*

- Assists with the administration of the Turf Replacement Program.
- Coordinates with staff and grant administration consultants.
- Coordinates with residents on their landscape projects.
- Collects pertinent data related to the Turf Replacement Program.
- Provides guidance related to plant and material selections related to landscape design.
- Provides measurements and square footage to residents related to their project.

DESIRABLE QUALIFICATIONS

NOTE: *The specifications listed below outline the minimum qualifications for entry in the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: High school diploma or equivalent

Experience: Preferably One (1) year of general office experience.

Licenses: Valid State of California License; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. Citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

KNOWLEDGE, SKILLS, AND ABILITIES

NOTE: *The following KSAs are a representative sample of the necessary essential tasks of the position.*

Knowledge of: General knowledge of landscape principles; computer accounting applications and various software spreadsheet programs; operations of standard office equipment, basic mathematics including basic principles of geometry; interpersonal communications skills and telephone etiquette.

Skill and Ability to: Accurately measure square footage and determine rebate qualifications; utilize programs such as Word, Excel, and Acrobat to manage and organize records; provide guidance related to drought tolerant landscapes; communicate well with others and understand and follow oral and written direction; interact with the public to create a positive atmosphere with regard to xeriscape design principles.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification.

Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Ability to work in both an office environment and sufficient mobility to work outdoors in hot and cold weather; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip, to perform fine manipulation with dominant/non-dominant hand or both hands); ability to see well enough to read small print; see distances sufficient to see oncoming traffic; read signs, and hazards. Because duties will require going on citizen's property, it is absolutely essential that the incumbent have unimpeachable honesty, a high level of regard for customer's privacy, and a significant degree of politeness. Individuals must exercise good judgement, be flexible, creative, and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by:



Marissa Trejo, City Manager

11/8/24

Date