

WATER CONSERVATION HELPER
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to water conservation programs.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Respond tactfully to customer inquiries and complaints regarding excessive watering, water waste, and general water conservation questions.

Perform field investigations of high water use complaints; perform water leak investigations.

Conduct routine field service work; deliver door hangers; and distribute literature.

Assist Water Conservation staff with community outreach events.

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.

MINIMUM QUALIFICATIONS

Knowledge of:

Uses and purposes of general materials, tools and equipment used in water system operation and maintenance; safe work practices.

Water conservation methods and techniques including basic landscape design and installation; basic understanding of irrigation systems; basic understanding of interior plumbing systems; and general computer skills.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk long distances.

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Intermittently set up booths, hang banners, move tables, chairs and carry supplies; lift or carry weight of 45 pounds or less.

Learn City policies and regulations regarding water conservation; learn geography and street locations of the City.

Learn to identify water system irregularities; recommend possible solutions.

Perform basic arithmetic calculations.

Understand and carry out written and oral directions.

Deal tactfully with customers.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

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

Experience and Training

Experience:

Formal or informal training in the area of landscape maintenance or plumbing.

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

02-06-19

06-24-09

06-01-05 Water Conservation Helper