



## River-Friendly Landscaping Conservation Assistant

**JOB TITLE:** Conservation Assistant

**STATUS:** Non-Exempt employee of Truckee River Watershed Council.

**SCHEDULE:** 25-30 hours per week. Evenings and weekends will be needed occasionally. This position begins April 10, 2016 and ends by November 30, 2017.

**SUPERVISION:** Reports to Eben Swain, Program Manager.

**SALARY AND BENEFITS:** Salary is \$20/hour. Holiday Pay. Paid sick leave.

**APPLICATION:** Please send an application to [eswain@truckeeriverwc.org](mailto:eswain@truckeeriverwc.org)

An application includes:

- Cover Letter
- Resume
- Three professional references

Only complete electronic applications will be accepted. Applications accepted until Wednesday, March 15, 2017, 5:00pm. Interviews will take place during the week of March 20 – March 24, 2017.

**GENERAL SUMMARY OF DUTIES:** The mission of Truckee River Watershed Council is to bring the community *Together for the Truckee*. We protect, enhance and restore the Truckee River watershed.

River-Friendly Landscaping helps homeowners improve water quality and protect the surrounding environment by voluntarily implementing soil erosion control measures and water conservation practices in their yards. The program focuses on older and established neighborhoods in the Truckee River watershed in the Town of Truckee, portions of Placer County and portions of Nevada County.

### **FUNCTION AND SCOPE**

**Erosion Control Site Evaluations:** The Conservation Assistant (CA) is the primary contact with residential property owners from coordination of site evaluations through implementation of recommended erosion control treatment measures. The CA verifies location and contact information, and makes appointments to visit the site. The CA performs the on-site meeting with the property owner to determine possible erosion control measures needed. This involves assessing impervious surfaces (including the roof, driveway, and deck areas) and photographing the property and affected areas.

**Lawn Conversion Previews:** The CA will complete a review with homeowner to verify criteria for the lawn conversion program and document site conditions prior to conversion. The CA will confirm existence of lawn, square footage to be removed, and verify lawn is alive prior to removal. The CA will also cover other program requirements and answer homeowner's questions.



**Treatment Workbooks:** The CA will develop the Treatments Workbook which will include:

- Treatment Solutions Checklist
- Solutions for identified drainage issues where erosion may occur
- Detailed site plan of property w/ identified treatments
- Tip Sheets

The CA will present this report to for review for his/her recommendations and approval. The CA will then provide this report to the homeowner and answer any questions regarding recommendations in the Treatment Workbook.

**Facilitate Rebates to Property Owner:** Rebates are available for erosion control and lawn conversion. Working with the property owner, the CA will collect receipts, complete the rebate checklist and facilitate receipt to the property owner of the rebate.

**Public Outreach:** Attend public outreach events such as Earth Day, Truckee Thursdays, and neighborhood block parties to recruit homeowners for participation in the program. Includes extensive public communication with property owners and other stakeholder groups.

**TYPICAL PHYSICAL DEMANDS:** Requires prolonged sitting, frequent standing, and bending, walking, stooping and occasional lifting up to 50 pounds. Requires normal range of hearing and manual dexterity sufficient to operate keyboard, telephone, photocopier, calculator, camera, GPS unit and other equipment as needed. Requires ability to at times work under stressful conditions and to work irregular hours and ability to deal with difficult individuals.

**TYPICAL WORKING CONDITIONS:** Work is performed in an office environment and in the field. Involves frequent contact with staff and the public. Work may be stressful at times.

**PERFORMANCE REQUIREMENTS: Knowledge, Skills and Abilities**

1. Excellent communication skills, including writing, proofreading, and speaking.
2. High level of computer literacy, including MS Office, SmartDraw, Google mapping.
3. Experience in maintaining content and databases.
4. Experience in coordinating, producing, and mailing reports.
5. Skill in establishing and maintaining effective working relationships.
6. Ability to manage multiple projects, adjust to shifting priorities, and meet deadlines.
7. Ability to work independently and as a member of a team.
8. Ability to produce high quality work with accuracy and attention to detail.

**CERTIFICATES/LICENCES:** Must have a valid driver's license.

**EDUCATION/EXPERIENCE:** Bachelor's degree (B.A. / B.S.) from four-year college or university in related field such as soil science, resource management, environmental sciences, etc.; or five years demonstrated experience in related environmental field work. Experience with residential stormwater and associated Best Management Practices (BMPs) is preferred.