

TRUCKEE RIVER WATERSHED COUNCIL

PO Box 8568
Truckee, CA 96162
530-550-8760
www.truckeeriverwc.org

River-Friendly Landscaping - Conservation Assistant

February 2018

JOB TITLE: Conservation Assistant

FSLA STATUS: Non-Exempt.

SCHEDULE/HOURS: Up to 32 hours per week. Evenings and weekends will be needed occasionally. This position begins April 16, 2018 and ends by November 16, 2018.

PAY: \$20/hour, 3 paid holidays, 24 hours paid sick leave

SUPERVISION: Reports to Eben Swain, Program Manager.

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 Town of Truckee and portions of Placer County and Nevada County.

FUNCTION AND SCOPE OF WORK

Erosion Control Site Evaluations: The Conservation Assistant (CA) is the primary contact with residential property owners from 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 identify erosion control measures needed. This involves assessing impervious surfaces on the property and photographing affected areas.

Lawn Conversion Previews: The CA completes the review with the property owner to verify criteria for the lawn conversion program and document site conditions prior to conversion. The CA confirms existing conditions on the property and documents the square footage to be removed.

Treatment Workbooks: The CA develops a Treatment Workbook for each property that includes:

- Treatment Solutions Checklist
- Detailed site plan of property with identified treatments and appropriate tip sheets
- Solutions for identified drainage issues where erosion may occur
- Water conservation and lawn conversion measures

The CA presents the Treatment Workbook to the Program Manager for review and approval. The CA then provides it to the homeowner and answers any questions regarding recommendations in the Treatment Workbook.

Facilitate Rebates to Property Owner: Rebates are available for erosion control and lawn conversion. The CA works with the homeowner to complete the rebate checklist and compile all necessary data to submit to the Program Manager for review.

Outreach: Outreach is approximately 30% of the CA position. Outreach is the way the CA establishes initial contact with homeowners to obtain sign-ups for an erosion control site evaluation and/or lawn conversion preview. Outreach includes:

- Calling homeowners who have had a site evaluation or lawn conversion preview to explain rebate process
- Canvassing targeted neighborhoods to explain the RFL program to homeowners
- Tabling at events such as Earth Day and neighborhood block parties to recruit homeowners for participation in the program.

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 Best Management Practices (BMPs) is preferred.

APPLICATION:

If you are interested in this position, please send an application to eswain@truckeeriverwc.org

An application includes:

- Cover Letter
- Resume
- Three professional references

Only complete electronic applications will be accepted. Applications accepted until Friday, March 16, 2018, 5:00pm. Interviews will take place the week of March 19 – March 23, 2018.