

CONSERVATION SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Conservation Specialist performs professional and technical duties associated with the department's water conservation, energy conservation, and sustainability activities. Duties include providing community education and public outreach programs for schools, nonprofits, regional, and community partners focused on the City's comprehensive water conservation, energy (electric and natural gas), and sustainability programs; establishing and maintaining effective relationships both internally and externally to promote conservation and sustainability initiatives; and working with City representatives to track progress on initiatives. Additional responsibilities include specific programs such as administering water conservation incentive programs for residential and non-residential customers; developing and implementing educational programs, workshops, and events; participating in City-sponsored conservation programs; advancing community conservation education and outreach programs with a focus on equity and inclusion; engaging with public school programs to include presentations and activities; investigating, researching, and analyzing innovative conservation and sustainability programs; assisting internal and external customers with data analysis, recommendations, and requests for information; and assisting with public relations activities such as public events, media inquiries, surveys, and other related public relations strategies. This class performs related duties as required.

Distinguishing Features: This class may perform evening and weekend work in conjunction with water conservation and sustainability exhibits or demonstrations at schools, fairs, trade shows, workshops, and community events. This class is supervised by the Environmental Programs Supervisor through meetings, conferences, reports, and results achieved. The full-time class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Environmental Sciences, Sustainability, Natural Resource Management, Public or Business Administration, Water Management, Urban Planning, Engineering, Communications, Biological Science, or a related field, and good (1 - 3 years) work experience in water conservation, sustainability and/or energy conservation, or in any field that specializes in the management of natural resources.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Considerable experience (3 - 5 years) in the field of environmental sciences and natural resource management. The following certifications are desirable: Arizona Certified Landscape Professional, Irrigation Association Water Auditor, Master Gardener

Certification, Smartscape Graduate, Certified Energy Manager, LEED Professional, or any other pertinent certifications.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public and City employees to provide information regarding Mesa's water conservation, energy conservation, and sustainability programs. Manages water use reduction programs to assist single-family and multi-family residential and non-residential water customers. Participates in the development of public information strategies and materials to promote Mesa's conservation and sustainability programs. Coordinates digital or printed materials for distribution to the community, including schools, libraries, recreation centers, nurseries, HOAs, commercial, and residential customers. Schedules, prepares, and provides water conservation presentations and activities for students and/or teachers to include early education, primary, community colleges, and universities. Communicates with media, graphic artists, photographers, and other support professionals to promote the goals of the conservation programs and inspire behavior change. Presents written and oral results of work performed.

Manual/Physical: Operates a motor vehicle requiring a valid Class D Arizona Driver's License by hire or promotion date to attend meetings, meet with customers, and to deliver literature/brochures. Performs work in a variety of locations, in the office and out in the field, and is subject to outdoor settings with exposure to diverse weather conditions. Has the ability to lift and handle heavy boxes (up to 40 pounds), presentation equipment, exhibit materials, folding tables and chairs, and other items as needed.

Mental: Manages conservation programs through education, outreach, tracking of incentive requirements, and/or inspections/audits. Effectively communicates to establish and maintain working relationships with homeowners, business owners, other employees, and the general public. Provides technical assistance, expertise, and guidance for public inquiries related to water conservation and sustainability topics. Maintains or develops records, data, inventories, and compliance documents. Analyzes and evaluates the effectiveness of conservation programs and implements program improvements. Composes clear, concise, and accurate reports, educational, and information documents. Learns additional position skills through training programs, classes, reading resource-management-related news and documents, or attending conferences.

Knowledge and Abilities:

Knowledge of:

the principles and practices of public administration, particularly municipal government;
conservation policies and practices;
related technical systems, practices;
community education;

principles and techniques for effective written and audio-visual communications; general principles of product and/or service marketing and public relations; and correct grammar and conservation terminology.

Ability to:

use great customer service, teamwork, and collaboration to achieve positive outcomes; conduct research and write reports; use computer applications in a Microsoft Office environment; make oral presentations to diverse audiences; work independently with a diverse customer base; develop consensus within a team environment in order to accomplish desired goals; make sound administrative analyses related to policies; establish and maintain effective working relationships with business representatives, schools, government agencies, City employees, and the general public; operate a desktop publishing system proficiently, including use of both layout and illustration; coordinate and monitor community education activities; and deal professionally and courteously with the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

New 9/23

AD/sm/js

CS5101

EEO-Prof

JOB FCTN-ADM

INCREMENTS 60-200

PAY GRADE: 51

IND-9410

SWORN-No