

**Incline Village General Improvement District  
Job Description**

**Job Title:** Public Works Technician  
**Job Number:** 2714A  
**Salary Grade:** 21  
**Department:** Public Works  
**Reports To:** Resource Conservationist  
**FLSA Status:** Non-Exempt  
**Prepared By:** M. Dunbar/J. Pomroy/E. Feore  
**Prepared Date:** Revised 06/12/19  
**Approved By:** J. Pomroy  
**Approved Date:**

**SUMMARY**

Supports the Resource Conservationist and Public Works Program Coordinator in the implementation of District internal and external conservation programs including: District venue sustainability programs, Bear Smart Incline Village, Waste Not recycling, water conservation, water quality monitoring programs, watershed management, household hazardous waste, Tahoe Water Suppliers Association, community outreach and other conservation programs by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES**, not necessarily in order of priority, include the following. Other duties may be assigned.

1. Provides excellent customer service to internal and external customers.
2. Provides environmental education and outreach to customers through verbal and written communication.
3. Leads the District's sustainability efforts by conducting research and helping venue managers to benchmark, track and implement venue specific sustainability measures. Provides research and implementation support for Public Works to achieve industry specific sustainability measures. Provides data compilation and analysis for Public Works' sustainability programs, and documents the sustainability measures in the PW Annual Report. This position supports a long-term effort to benchmark, analyze and improve on District solid waste, water, energy and overall operations relative to environmental impacts.
4. Works with Resource Conservationist and PW Program Coordinator on ways to increase participation in WASTE-NOT programs through community education and outreach, by either attending events or assisting with event preparation. Staffs outreach booth with other Waste Not team members.
5. Acts as liaison between Waste-Not programs and volunteers.
6. Continues to improve and conduct science and watershed protection school programs. Supports youth education efforts through in-classroom and out-of classroom student field programs for Incline Elementary, Middle and High schools.
7. Leads preparations and day of event operations for presentations and direct outreach at community events such as: Snapshot Day, Tahoe Truckee Earth Days, Coastal Cleanup Day and Children's Science Day.
8. May assist with updates to the District's geographic information system (GIS), map and drawing files utilizing notes, sketches and revised water and wastewater maps.
9. Assists with obtaining surface water samples and updating weather and water quality databases.

10. Provides lead staff support of the Household Hazardous Waste Program, staffing drop-off site during established hours, responding to customer in-person/phone inquiries, scheduling appointments and accepting or declining items based on specific criteria. Duties include materials sorting and heavy lifting.
11. Assists with operations related to internal recycling programs and special events recycling programs, including transporting items with a District vehicle and/or utility trailer.
12. Assists with the implementation of Water Conservation Program, including responding to customer inquiries, scheduling appointments and conducting simple audits.
13. Follows safety protocols.

### **SUPERVISORY RESPONSIBILITIES**

This job has no direct supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

From an accredited college or university, an Associate of Arts (A.A.) degree or greater in Environmental Science or related field with a conservation, sustainability, water quality, and/or waste management emphasis, and six months successful experience in a customer oriented environment involving water sampling or resource conservation; or equivalent combination of education and experience, preferred. Knowledge and understanding of water conservation strategies and conservation measures such as recycling and composting preferred. Experience working with the public is desired.

### **COMPREHENSION/COMMUNICATION SKILLS**

Ability to read and interpret safety rules, operating and maintenance instructions, and procedure manuals. Ability to write simple reports and correspondence. Ability to effectively present information in one-on-one and small group situations to other employees. Proficiency in Microsoft Outlook required.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations. Experience with Excel / Access spreadsheets preferred.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to exercise individual judgment and take prompt and decisive action when urgent situations arise.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License. This position requires the occasional driving of a pickup truck and utility trailer combination.

**OTHER SKILLS OR ABILITIES**

Good organizational, analytical, recordkeeping, customer service and computer skills in word processing, spreadsheet and database applications; Knowledge of geographic information system (GIS) computer programs, and/or land surveying equipment desired. Ability to work in a self-directed work environment. Must be self-motivated and show a high degree of initiative; ability to deal courteously with the public and maintain cooperative relationships with co-workers.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms, talk or hear and taste or smell. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move items up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and risk of radiation from the sun. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives, vibration and may be required to work in a confined space. The noise level in the work environment usually ranges from loud to very loud.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_