



ENVIRONMENTAL PLANNER I

Salary Range: \$5,666 - \$7,592

San Lorenzo Valley Water District is looking for applicants for the position of Environmental Planner I. Please read the details of the position and how to apply below:

NUMBER of POSITIONS TO FILL: One (1)

CLOSING DATE: Open until filled

SALARY: \$5,666 - \$7,592 per month depending on qualifications

ABOUT THE DISTRICT

The San Lorenzo Valley Water District is located in the coastal redwoods approximately 10 miles northeast of Santa Cruz, CA. If you live in the nearby towns of Felton or Scotts Valley, you are a relaxing 15-minute drive to work or the beach. The District maintains approximately 190 miles of pipeline and serves a population of approximately 35,000 customers. The SLV Water District was established in 1941 and serves the communities of Boulder Creek to Felton and Lompico to Scotts Valley.

DEFINITION

Under general supervision of the Environmental Programs Manager & Administrative Analyst, the Environmental Planner I performs a variety of support services, general administrative and environmental activities of the District's environmental programs. These services include coordination of projects, programs and activities with a focus on regulatory permitting requirements and CEQA documentation; providing technical advice and /or recommendations to the Environmental Programs Manager and other staff; and performance of other related duties as required.

CLASS CHARACTERISTICS

The incumbent is responsible for a variety of analytical, clerical, and administrative duties related to District projects, environmental regulations, biological monitoring, water conservation, educational programs and community relations. The incumbent may exercise some degree of independent judgement and action within established policies and according to management guidelines. Incumbent may represent the District on technical committees, public review committees, task forces, and to community groups, organizations and the general public.

CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED

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|-----------------------------|---|
| Supervised by: | Environmental Programs Manager & Administrative Analyst |
| Administrative support to: | Management staff |
| Exercises supervision over: | No supervisory responsibility |
| MOU: | Classified, non-exempt |

ESSENTIAL DUTIES (duties may include, but are not limited to, the following):

- With general direction, perform a variety of general and specialized research; conduct studies and analyses; prepare complex reports; and develop recommendations and coordinate modifications to existing policy, procedures and /or processes.
- Provide environmental regulatory support services for water system repairs and related operations, as well as capital improvement projects, including review of work plans and preparation of technical memos and regulatory reports.
- Complete and review regulatory reports, CEQA documentation, memos, and other documents such as water rights filings, permit related documents, hydrologic reports, and biotic reports for regulators and/or for internal use in accordance with local, state, and federal requirements.
- Assist with environmental review of projects for regulatory compliance needs and for potential impacts to the Districts drinking water source watersheds; make recommendations for mitigation measures and confirm compliance with local regulations.
- Support department heads in public outreach with research, analyses of information, content recommendations and coordination of campaigns; including assistance with maintenance of District website, coordinating social media presence, preparation of press releases, documentation, correspondence, mailings and public presentations.
- Coordinate curriculum development, facilitate and lead classroom/field watershed education and outreach programs; assist in planning of annual watershed symposium and other stakeholder events; and present to regulators and at public meetings.
- Support district management in duties with environmental planning, hydrology and geology, monitoring Santa Margarita Groundwater Agency and Conjunctive Use; including support at meetings, assisting with documentation and other tasks.
- Support the District's environmental activities; coordinate and monitor the development and review of the District's environmental plans and documents, including Water Supply Management Plan, Urban Water Management Plan and, Groundwater Management Plan; recommend modifications and/or amendments to existing watershed policy.
- Coordinate with state and federal agencies to develop standard operating procedures, best management practices, and guidelines to meet regulatory and permit requirements; provides training to District staff and contractors.
- Stay current, interpret, and assist in application of federal, state and local regulations, codes and ordinances such as the Safe Drinking Water Act, California Fish and Game and Water Codes, California Forest Practice Rules, California Environmental Quality Act, National Environmental Policy Act, federal and California Endangered Species Acts, and other regulations related to watershed and water resource management.
- Participate in management of environmental programs, including requests for proposals and sole source requests to provide materials and services; coordinate and participate in the evaluation of submittals; assist in negotiation and execution of contracts; prepare Agenda items for contract approval; administer contracts ensuring compliance with all requirements.

- Assists consultants with monitoring of fisheries as assigned; including fish passage/habitat conditions and water quality; botanical surveys, special status species, bypass flow, and water surface elevation in support of District operations and for compliance with offsite mitigation plans, Habitat Conservation Plans, Streambed Alteration Agreements, and other local, state and federal permits; provide support for the District's water conservation activities.
- Monitor watershed lands to identify erosion issues and code compliance issues such as illicit diversions or discharges; document and follow appropriate channels to address.
- Monitor and review environmental documents of other public and private projects for impact to District; monitor and review other public and private land use activities for potential impacts to the District; Act as District liaison to other agencies, work groups and private organizations as assigned.
- Identify potential grant funding, prepare grant applications or monitor consultant preparation; coordinate with other agencies for collaborative grants; coordinate application process; administer grants; prepare grant reports; coordinate grant implementation.
- Administers water conservation programs-including the various rebate programs-such as processes water conservation certificates and rebate applications; checks applications for accuracy and completion, performs inspections to verify installation, enters data on computer.
- Assists customers in analyzing water use, contacts customers with high-consumption water accounts to recommend water conservation measures in order to reduce water use.
- Attends meetings of the Board of Directors, Committees, Department(s), and other groups as directed.
- Guides interns' and volunteers' workload in water conservation and other projects as directed.
- Oversee consultants during special projects as assigned.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Principles and practices of environmental planning;
- Applicable federal, state and local rules and regulations;
- Guidelines for implementation of CEQA;
- Principles of biology, hydrology and geology;
- Basic knowledge of residential, commercial and industrial and institutional water conservation;
- Basic desktop publishing and related computer applications;
- Principles, techniques and methods of public information, marketing and community relations;
- Principles and techniques of grant preparation and administration;
- Principles and techniques of technical research and writing.

ABILITY TO:

- Communicate effectively orally and in writing;
- Prepare and present organized and accurate oral reports, statements and presentations;
- Support development and preparation of grant proposals;

- Effectively serve as the department's spokesperson and represent the department professionally;
- Collect, evaluate and interpret varied information and data, either in statistical, narrative or verbal form;
- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously;
- Establish and maintain and promote effective working relationships with employees, media representatives, other agencies, elected and appointed officials, and the public.
- Work independently and as a team member.
- Attend Board of Directors meetings and other meetings as directed;
- Assist with management and direction of communications/outreach program services.

PHYSICAL AND SENSORY REQUIREMENTS:

- Sufficient eyesight to read fine statistical reports, standard text and computer screens; near, far and color vision;
- Speak and hear at normal conversation levels in person and over the telephone;
- Manual dexterity to write legibly and to use computer terminals, calculators and other general office machines;
- Position requires sitting, standing, walking on level, uneven and slippery surfaces, climb ladders and steep slopes; reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties;
- Ability to lift, carry and push equipment, supplies and tools up to approximately forty pounds on occasion and up to eighty pounds with assistance;
- Exposure to outdoors: adverse weather conditions including wet, heat and cold plus exposure to biohazards; and stinging plants and insects while in field;
- Exposure to loud noise when performing field inspections/surveys and collecting samples;
- May work in standing or flowing water, conducting measurements or collecting data from natural streams or wetlands.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodations, if needed), typically:

EDUCATION REQUIRED:

Equivalent to graduation from an accredited college or university with major work in planning, natural resources, environmental studies, public administration or a closely related field. An advanced degree from an accredited institution in one of the above areas is highly desirable.

EXPERIENCE:

One (1) years of experience in planning, environmental programs, natural resources and analysis of technical issues or closely related field. Experience in regulatory, CEQA and permit processing and documentation is highly preferred.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times.

BENEFITS

This District provides a competitive benefit package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Time Off, Paid Holidays, CalPERS Pension, Life Insurance, Disability Insurance, and more.

APPLICATION REQUIREMENTS: Please submit a completed package consisting of the following:

- District Employment Application (see below)
- Resume
- Letter of Interest
- Supplemental Questions (see below)

You can find the complete package of documents on our website.

Email to humanresources@slvwd.com, or mail to the following address:

Human Resources
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

CLOSING DATE: Open until filled

Supplemental Questions: Environmental Planner I

Supplemental Questions are REQUIRED and MUST be submitted with your application in order to be considered for this position. Responses to the questions serve as documentation of each candidates' ability to present information clearly and concisely in writing. Responses must be typed and cannot exceed two (2) single sided electronic 8.5 X 11 inch pages.

Supplemental Questions:

In responding to the questions below, please incorporate an explanation of what makes you the best candidate for this position.

1. Describe your experience in environmental programs, land management, and/or project review.
2. Describe your experience with project management, for example, project implementation in land use, biological monitoring or environmental permitting. If applicable, describe your experience in applying project management in the context of CEQA and NEPA analysis documents.
3. Provide a writing sample in less than 250 to 350 words focused on the Santa Cruz Sandhills, a protected habitat in the San Lorenzo Valley. Please address the following questions along with other data you deem of interest in your writing sample:
 - a. Why is this an important habitat
 - b. What types of restoration efforts are occurring in Santa Cruz County
 - c. What agencies are involved in permitting projects in Sandhills' habitat

APPLICATION FOR EMPLOYMENT

San Lorenzo Valley Water District
13060 Highway 9, Boulder Creek, CA 95006-9119
Phone: 831-338-2153, Fax: 831-338-7986
Website: www.slvwd.com

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, age, physical or mental disability, medical condition, or sexual orientation.

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|--------------------------------|---------------------|
| Title of Position Applying For | Date of Application |
|--------------------------------|---------------------|

Personal Information

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|------------------|---------------|-------------|-------|-----|
| Last Name | First Name | Middle Name | | |
| Address | Street | City | State | Zip |
| Telephone Number | Email Address | | | |

How did you hear about this position? _____

Do you have a valid California Driver's License? Yes No

| | | |
|----------------|-----------------|-----------------|
| License Number | Type of License | Expiration Date |
|----------------|-----------------|-----------------|

Desired Salary: _____ Date Available: _____

Do you need reasonable accommodations to take a written test or interview? Yes No

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? Yes No

May we contact your present employer? Yes No

May we contact your former employers? Yes No

Have you previously applied for employment with the District? Yes No

Have you ever been terminated or asked to resign from a position? Yes No

If yes, please explain: _____

Have you ever been employed at the District? Yes No

If yes, please explain: _____

Education and Training

Did you graduate from High School?

Yes No

If not, do you possess a GED or equivalent?

Yes No

Please list any degrees, certificates, and licenses below:

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Employment History

Please describe your work experience in detail, beginning with your current or most recent position. If needed, attach additional sheets using the same format as on this application.

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|---------------------------|---|----------------------|
| Exact Job Title | Dates of Employment | Hrs. per Week |
| Name of Employer | Address of Employer (include city and state) | Phone Number |
| Name of Supervisor | Number of Employees You Supervised (if applicable) | |
| Reason for Leaving | | |

| | | |
|---------------------------|---|----------------------|
| Exact Job Title | Dates of Employment | Hrs. per Week |
| Name of Employer | Address of Employer (include city and state) | Phone Number |
| Name of Supervisor | Number of Employees You Supervised (if applicable) | |
| Reason for Leaving | | |

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|---------------------------|---|----------------------|
| Exact Job Title | Dates of Employment | Hrs. per Week |
| Name of Employer | Address of Employer (include city and state) | Phone Number |
| Name of Supervisor | Number of Employees You Supervised (if applicable) | |
| Reason for Leaving | | |

References

Please list at least three professional references.

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|-------------------------|---|---------------|
| Name of First Reference | Job Title and Company where you worked together | |
| Relationship | Phone Number | Email Address |

| | | |
|--------------------------|---|---------------|
| Name of Second Reference | Job Title and Company where you worked together | |
| Relationship | Phone Number | Email Address |

| | | |
|-------------------------|---|---------------|
| Name of Third Reference | Job Title and Company where you worked together | |
| Relationship | Phone Number | Email Address |

Applicant's Statement

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I also agree that the District may verify past employment and educational attainments and may contact my present employer after approval has been granted.

Signature: _____ Date: _____