

# Water Authority Position Description

## XERISCAPE INCENTIVE INSP

Status	Position Code	Level	Date
APPROVED	XEIN	M24	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PERFORM INSPECTIONS OF RESIDENTIAL LANDSCAPES TO SUPPORT AND PROMOTE THE XERISCAPE CONVERSION INCENTIVE PROGRAM. RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC. TEACH CLASSES ON XERISCAPING AND IRRIGATION TO WATER AUTHORITY CUSTOMERS.

### MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY OR A TWO (2) YEAR TECHNICAL CERTIFICATE, WITH MAJOR COURSEWORK IN LANDSCAPING, HORTICULTURE, RETAIL NURSERY, ENVIRONMENTAL SCIENCE OR A RELATED FIELD PLUS TWO (2) YEARS EXPERIENCE IN LANDSCAPING, HORTICULTURE OR A RELATED FIELD.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
SOME POSITIONS MAY REQUIRE CRIMINAL BACKGROUND CHECK  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

### SUPERVISION RECEIVED/EXERCISED

RECEIVE DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

### ESSENTIAL FUNCTIONS

1. PERFORM INSPECTIONS OF RESIDENTIAL CUSTOMER LANDSCAPES AND PROPOSED PLANS TO DETERMINE AND VERIFY ELIGIBILITY FOR AND COMPLIANCE WITH THE XERISCAPE RETROFIT INCENTIVE PROGRAM.
2. ADVISE AND EDUCATE CUSTOMERS ABOUT PROGRAM REQUIREMENTS, XERISCAPE PRINCIPLES, PLANNING AND INSTALLING SUCCESSFUL XERISCAPES, DESIGNING AND MAINTAINING DRIP IRRIGATION SYSTEMS, AND RAINWATER HARVESTING POSSIBILITIES.
3. DEVELOP AND PRESENT PUBLIC EDUCATION SEMINARS ON XERISCAPING PRINCIPLES AND DESIGN, DRIP IRRIGATION PRINCIPLES AND DESIGN, AND XERIC PLANT CHARACTERISTICS AND AVAILABILITY.
4. MAINTAIN INFORMAL NETWORK WITH NURSERY AND LANDSCAPE MAINTENANCE INDUSTRY TO INFORM, EDUCATE, AND COLLABORATE ON VARIOUS PROJECTS.
5. DEVELOP A PROGRAM WITH LOCAL NURSERIES AND HOME IMPROVEMENT STORES TO SELL XERIC PLANT COLLECTIONS THAT WILL QUALIFY FOR A REBATE. REVIEW MARKETING MATERIALS RELATED TO XERISCAPING, DRIP IRRIGATION, AND RAINWATER HARVESTING.
6. MAINTAIN A VARIETY OF COMPUTERIZED AND MANUAL FILES TO TRACK CUSTOMER PARTICIPATION AND REBATE STATUS.
7. PRODUCE A MONTHLY NEWSLETTER ON XERIC LANDSCAPING WITH SEASONAL MAINTENANCE TIPS, PLANT RECOMMENDATIONS, ETC.

#### **SUPPLEMENTAL FUNCTIONS**

1. PROVIDE SUPPORT TO OTHER WATER AUTHORITY WATER CONSERVATION PROGRAMS.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

#### **PREFERRED KNOWLEDGE**

BASIC OPERATIONS OF LOW-VOLUME IRRIGATION SYSTEMS  
METHODS AND TECHNIQUES OF CUSTOMER RELATIONS  
PRINCIPLES AND PROCEDURES OF RECORD KEEPING  
PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS

#### **PREFERRED SKILL/ABILITY**

INSPECT RESIDENTIAL CUSTOMER LANDSCAPES TO VERIFY COMPLIANCE WITH THE XERISCAPE RETROFIT INCENTIVE PROGRAM  
IDENTIFY PLANTS THAT USE LOW AND MODERATE WATER LEVELS  
MAKE SUGGESTIONS TO ASSIST CUSTOMERS IN PLANNING AND INSTALLING SUCCESSFUL XERISCAPES  
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
DEVELOP AND PRESENT PUBLIC EDUCATIONAL SEMINARS, INCLUDING VISUAL AIDS  
EDUCATE AND ADVISE CUSTOMERS ABOUT DESIGN, INSTALLATION, AND USE OF DRIP IRRIGATION  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

**WORKING CONDITIONS**

OFFICE AND FIELD ENVIRONMENT; EXPOSURE TO INCLEMENT WEATHER CONDITIONS; TRAVEL FROM SITE TO SITE.

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: WALKING, STANDING OR SITTING FOR PROLONGED PERIODS OF TIME; OPERATING MOTORIZED VEHICLES.