



(Water) Conservation Technician I

\$5,157 - \$6,269 Monthly – Full-Time

The Monterey Peninsula Water Management District (MPWMD) is seeking an enthusiastic individual with strong customer service skills to provide various technical and administrative support for its Water Demand Division. The successful candidate will be working in a fast-paced team environment with frequent contact with the general public. The Conservation Technician I will answer telephone, provide information to the public and other agency employees on the functions, policies, and administrative procedures of the Water Demand Division, assist the public in understanding conservation and permit requirements, assist in research, analysis, and reporting on water demand management and conservation programs, review legal notices and documents, produce enforcement letters, handle incoming and outgoing mail, and maintain a variety of files and records.



Experience and Training

Two years of increasingly responsible general office work in a customer service focused environment. **AND/OR** Equivalent to completion of twelfth grade supplemented by college level course work in public administration, business administration, public relations or a related field. **AND** Ability to become a notary public within six months of hire.

BENEFITS

Retirement: California Public Employees' Retirement System (CalPERS).

Medical, Dental, and Vision: 95% for employee and qualified dependents.

Life and Long Term Insurances: 100% **Short-Term Disability:** 50%

Leaves: Ten vacation days per year for first year of service with progressive increase up the 20 days/year after 8 years. **Sick:** 12 days of sick per year. Thirteen paid holidays per year.

HOW TO APPLY

To be considered for this exciting opportunity, candidates must complete an online application. Please visit the MPWMD Human Resources Page or the link below to apply and view job description.

<http://www.mpwmd.net/who-we-are/working-with-us/employment-opportunities/>

Deadline to submit application is April 15, 2018.

SELECTION PROCESS

Applications will be reviewed in detail to identify the most qualified candidates to interview. One or more selection interviews will occur in April. If you require an accommodation during the selection process, please notify Mi Ra Park, via email at hr@mpwmd.net.

The Monterey Peninsula Water Management District (MPWMD) is responsible for regional water resource management on the Monterey Peninsula and Carmel Valley. The District's mission is to promote or provide for a long-term sustainable water supply, and to manage and protect water resources for the benefit of the community and the environment.