

CITY OF SANTA CRUZ GREEN BUILDING/ENVIRONMENTAL SPECIALIST

Reports to: Deputy Building Official

Supervises: Non-Supervisory **Bargaining:** Unit: Service

BASIC FUNCTION

Under general supervision of the Deputy Building Official helps to manage and enhance the City of Santa Cruz Green Building Program, reviews plans for compliance with local green building regulations, performs field inspections on structures during various stages of construction for compliance of pre-approved green building measures; performs related tasks as assigned.

TYPICAL DUTIES (May include, but are not limited to, the following)

- Performs green building plan review function for compliance with Green Building Program.
- Assists with developing outreach, training, and educational programs related to green building and responsible environmental impact such as Best Management Practices for construction projects for home owners, building designers and contractors.
- Assists in the development of graphic materials, handouts, website material and other similar materials available to the public.
- May assist Director, Climate Action Coordinator or other staff in presentations, educational opportunities, program development and public outreach.
- Communicates with property owners, contractors and others in the process of field inspection to schedule inspections, explain requirements, cause compliance with green building regulations and give final sign-off approval.
- Provides information to the public regarding city codes relating to green building and environmental conservation; assists architects, engineers, contractors and property owners in interpreting and meeting local and state code requirements.
- Prepares and maintains forms, records and reports relative to green building inspection activities such as statistics, quantitative data, trends, etc.
- Other duties as assigned.

WORKING CONDITIONS

Position requires: some prolonged sitting, standing, walking on level or moderately inclined and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting, crawling or crouching in confined spaces; grasping and making repetitive hand

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movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and observing subtle and often fine details common to construction plans as well as general reading, writing and other communications. May lift, carry and push tools, equipment and supplies weighing up to 25 pounds. Additionally, the incumbent in this position works in all weather conditions, including wet, heat and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards and emergency situations. The nature of the work may also require the incumbent to climb ladders and drive motorized vehicles.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS (Knowledge, Skills and Abilities)

Working Knowledge of:

- green building principles and trends;
- Best Management Practices;
- familiarity with established programs such as *LEED*, *Build It Green* and other similar programs;
- basic construction concepts, building materials including alternate materials, alternative construction methods and installation practices.

<u>Demonstrated Ability to:</u>

- read and interpret construction plans relative to conservation measures;
- identify green building code compliance requirements and make appropriate recommendations for corrective actions;
- prepare and maintain accurate paper work, such as forms, records and simple reports;
- comprehensively understand the City of Santa Cruz Green Building Program;
- interpret, apply and explain ecologically sound construction-related codes, regulations and policies;
- communicate green building and alternative construction requirements, policies and decisions to the public in a courteous and effective manner;
- establish and maintain effective working relationships with other city staff, construction professionals and members of the public.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills and abilities shown above is acceptable. A typical way to obtain these qualifications would be:

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- High school diploma or tested equivalent.
- Three (3) years of journey level experience in the green building construction industry or related building trades which include at least three (3) months experience in green or sustainable building. OR
- Two (2) years of college level course work related to environmental studies, and/or practical application of alternate methods of construction.

Licenses and Certification

Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

- Possession of certification as a Green Building Professional from a recognized organization.
- BA or BS degree in an environmentally conscious field of study.
- Experience in alternate fields of energy conservation and construction techniques.

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