

Rural Community Assistance Corporation

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West Sacramento, CA 95691

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JOB DESCRIPTION

Job Title:	Small Utility Consultant I	Salary Grade:	10
Status:	Exempt	Supervisor:	Regional Field Manager
Unit:	Environmental	Department:	Community and Environmental Services

Founded in 1978, RCAC is a 501(c)(3) nonprofit that operates in 13 western states and Pacific Islands. RCAC partners with underserved rural and Indigenous communities to achieve their vision and wellbeing through technical assistance, training, financial resources and advocacy. Throughout RCAC's history, our dedicated staff and active Board have supported positive change in rural and Indigenous communities across the West. Our work reflects our core values of leadership, collaboration, commitment, quality, and integrity.

Department:

RCAC's comprehensive community and environmental services support rural communities to create a vision, set goals and implement an action plan for community development projects. We work with rural water, wastewater, and solid waste systems to make them sustainable. We also work with small systems' boards of directors and staff to make sure they comply with state and federal regulations and understand system finances and operations. The outcomes of RCAC's work include system regulatory compliance; access to resources for capital improvement projects; and board and staff capacity building in technical, financial, and managerial best practices.

General Purpose:

Under general supervision of the Regional Field Manager, this role provides technical, managerial, and financial (TMF) assistance to small, disadvantaged community water and wastewater systems so they can operate sustainably and deliver quality services to the communities served. The Consultant works closely with rural and Indigenous residents and local leaders to assist them to develop and manage water, wastewater, or solid waste systems. Additionally, the Consultant prepares and delivers classroom and individual trainings as needed to build the capacity of local partners.

Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. The statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.

Job Duties and Responsibilities:

- Assess the needs of our clients and recommend solutions to the needs identified.
- Build technical, managerial, and/or financial capacity at small utilities.
- Manage relationships with client communities and utilities.
- Help clients access financial resources to address drinking water, wastewater, and solid waste needs.
- Recommend and implement solutions.
- Promote and facilitate partnerships to maximize limited resources.

- Develop, prepare, and deliver group and one-on-one trainings.
- Provide excellent customer service.
- Prepare activity and outcome reports as required.
- Performs other related duties as assigned.

Supervision Exercised:

No supervision exercised.

Minimum Qualifications and Necessary Requirements:

- **EQUIVALENT** combination of education and experience can meet minimum qualifications.
- **EDUCATION:** High school diploma or equivalent with qualifying experience. Bachelor's degree in a related field preferred.
- **LICENSE/CERTIFICATION:** Valid driver's license and proof of insurance that meets the minimum requirements (\$100,000/\$300,000) of RCAC corporate liability policy.
- **EXPERIENCE:** One to three years of water, wastewater, environmental project management experience or in related field. Commitment to rural communities, drinking water access, or health equity issues.
- Must pass a criminal background investigation prior to employment.

Candidates with less than the minimum combination of experience and education are encouraged to apply and will be considered for a Trainee-level position (Grade 9, salary range \$68,053 - \$73,406)

Candidates with additional experience, education and/or qualifications may be considered for Small Utility Consultant II (Grade 11, salary range \$82,375 - \$88,854). A Small Utility Consultant II is responsible for all the duties listed above with minimal oversight and will be expected to handle more complex tasks than a Small Utility Consultant I. A typical qualifying combination for the Small Utility Consultant II positions would be:

Experience:

Seven years of water, wastewater, environmental project management experience or in related field.
Commitment to rural communities, drinking water access, or health equity issues.

Education:

High school diploma or equivalent with qualifying experience. Bachelor's degree in a related field preferred.

Knowledge, Skills, and Abilities:

- Knowledge of technical, managerial, and/or financial operations of a small water or wastewater utilities
- Knowledge of resources available to support community water and wastewater projects.
- Knowledge and familiarity with rural and tribal community culture and social norms
- Facilitation, mediation, and meeting management skills
- Skill with personal computers, including cloud computing and Microsoft Office
- Skill with video conferencing platforms
- Organizing and coordinating skills
- Database and records management skills
- Customer service skills
- Ability to manage multiple priorities simultaneously.
- Ability to develop and conduct participant-centered trainings and workshops.
- Ability to troubleshoot, innovate, and problem-solve.
- Ability to create, compose, and edit written materials.
- Ability to make administrative and procedural decisions and judgments.
- Ability to gather data, compile information, and prepare reports.

- Ability to carry out instructions furnished in verbal or written format.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to meet strict timelines.

Preferred Requirements:

- Bachelor's or Master's degree
- Experience and familiarity with rural and Tribal community dynamics
- Water or wastewater operator certification
- Bilingual in languages spoken in our client communities (including, but not limited to Spanish, Navajo, Yup'ik, Salish)

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit and stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements include close vision, distance vision, color vision, and depth perception.

Working Conditions:

Work is typically performed in an office with a moderate noise level. Evening and/or weekend work may be required. Travel is required, including regular visits to remote rural and Indigenous communities that may lack cell service and other modern amenities.

Employee's Certification:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I understand that this job description is subject to change by RCAC as the needs and requirements of the position change.

Employee's Signature

Date

RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.