



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

WATER RESOURCES SPECIALIST #26A-20

SALARY:
\$9,272 - \$11,275 / Monthly

CLOSING DATE:
June 11, 2026, by 11:59 pm
(Opened 5/18/26)

Application Process
Apply online at
www.CalOpps.org
Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process
Oral Board Interviews tentatively
scheduled for
Wednesday, June 24, 2026

All applications, including supplemental questionnaire, will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the testing process, which will consist of an oral board interview.



ABOUT THE CITY

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the core values of **excellence, integrity, service, collaboration, inclusion and innovation**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking,

empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Public Works Services team that fosters innovation, creativity and collaboration, we encourage you to apply.

ABOUT THE POSITION

The City of Redwood City invites you to apply for the position of **Water Resources Specialist**. There is one current opening in the Public Works Services Department, Water Utilities Division. Incumbents report to the Utilities Field Supervisor and performs field, office and technical work. Responsibilities for this position include the ability to perform the most complex and skilled functions of the Water Resources Section, including duties related to the Water Conservation, Recycled Water and Cross-Connection Control programs and the functional and technical supervision of Water Resource Technicians.

A Few Typical Duties:

- Assist in developing and implementing goals, objectives and priorities for assigned program area including administration of water conservation programs and reporting, review and oversight of recycled water uses in the city, or administration of the City's cross-connection control program.
- Trains, monitors and assists the Water Resource Technicians with more technically challenging problems related to area of assignment.
- Assists in preparing requisitions for necessary equipment, material and supplies, and preparing equipment specifications.
- Reviews plans and specifications for compliance with City standards and regulatory agencies approval.
- Responds to customer inquiries or complaints and provides technical assistance regarding irrigation systems, landscape management, and/or commercial and industrial recycled water use problems..
- Prepares monthly, annual, and other reports that may be required by the Regional Water Quality Control Board, San Mateo County Environmental Health, the California State Water Resources Control Board, and other regulatory agencies.
- Represent the City at professional or industry group meetings and remain current on new developments in the assigned field.
- Establishes and maintains effective working relationships with fellow employees, members of the public and representatives from other agencies.
- Assist management to prepare budget estimates and other requested reports.



- Performs related duties as assigned. To view job description, click [here](#).

BENEFITS

The successful candidate will enjoy the following benefits:

- **Public Employees Retirement System (PERS)** 2%@60 for current "classic" members, 2%@62 for new members
- **Health Insurance** opportunity to select from a variety of **health plans** that are administered by PERS; 2026 Maximum City contribution is **\$2,461.99/month**.
- **Dental & vision** insurance: City pays 95% of premium.
- **Employee Assistance Program**
- **Vacation** leave: 10-25 days/year
- **Sick leave**: 12 days per year
- **Holidays**: 18 paid holidays/year
- **Fitness center** access at City facilities
- **Commuter program** available (6 minutes' walk from Caltrain)

Core Values: *To serve and enhance Redwood City's community, our employees strive to carry out a set of Core Purpose and Values*



Additional duties in Recycled Water & Cross-Connection:

- Performs site inspections and hazard assessments in support of the City's Cross-Connection Control Ordinance, and Recycled Water Use Ordinance.
- Monitors or performs work associated with testing backflow devices and cross-connection testing and prevention, as required.
- Performs cross-connection control surveys and hazard assessments to evaluate necessary backflow prevention.
- Performs customer outreach including notification, coordination and scheduling of new connections, cross-connection testing and resolves customer complaints concerning the recycled system.
- Inspects new construction and retrofits of recycled water plumbing systems and connection to the recycled water system; including cross-connection tests and coverage tests.
- Provides periodic inspections of recycled water use sites to ensure recycled water's safe and lawful use, and implements enforcement actions for violations of the City's Recycled Water Terms and Conditions.
- Reviews plans and conducts inspections for construction of dual plumbed facilities in accordance with State and local guidelines.

Additional duties in Water Conservation:

- Hosts and/or attends public meetings and workshops and makes presentations to community groups. Plans, schedules and coordinates community workshops or events, and assists in marketing the City's water conservation, and recycled water programs.
- Solicit, schedule, and conduct water audits of residential, commercial and industrial, and large landscape customers. Develop and manage major Water Conservation programs, such as the City's Large Landscape/Water Management program, as appropriate.
- Make site visits, gather and analyze data, and make written reports to site owners and managers making recommendations for improving water use or irrigation efficiency.
- Provide technical expertise and advice on water conservation practices and develop public information materials for the water conservation program.
- Evaluate non-revenue water loss measures and provide technical expertise and advice and develop practices to monitor and control water loss.
- Support management in compiling data and preparing reports for submission to the State Water Resources Control Board.

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will demonstrate an ability to establish cooperative working relationships with others; will be detail-oriented and able to manage multiple tasks, estimate job requirements, keep records and prepare reports; will have experience entering data into computerized maintenance management programs or other reporting systems; will use initiative and independent judgement; will be a team player who likes working with a variety of City staff and the public and have a sense of humor.



MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.

Education & Training:

- A Bachelor of Arts or Science degree, or equivalent, from an accredited college or university with major course work in business administration, public relations, environmental planning, horticulture, landscape architecture, or a related field; or
- Associate of Arts or Science degree, or equivalent, from an accredited college or university in physical science, landscape architecture, horticulture or closely related field and two additional years of experience performing water conservation or
- Completion of the 12th grade or its equivalent and three additional years of experience performing recycled water site management, water operations or treatment, regulatory compliance or landscape and irrigation systems management, and related recycled water or water conservation activities.

Experience:

Two years of experience with a combination in recycled water use monitoring, cross-connection control, water conservation or related program, meter reading software or AMI systems, or in work involving irrigation management and landscape maintenance, irrigation design, or industrial process water use.

Licenses & Certificates:

- Possession of a valid California Driver's License and satisfactory driving record.
- Possession of an AWWA Backflow Prevention Assembly Tester Certificate and tri-annual recertification.
- Possession of a California State, Water Distribution Operator Grade-D2 certificate is desirable.
- If assigned to Recycled Water/Cross-Connection program, possession of an AWWA Cross-Connection Specialist Certificate within 12 months of appointment.
- If assigned to Water Conservation, an AWWA Water Use Efficiency Practitioner Grade 1 Certificate within 12 months of appointment.

Special Requirements:

Essential duties require the following physical abilities and work environments:

Must be able to: perform heavy manual labor; work in various locations in the City; operate a motor vehicle; maintain a satisfactory driving record; sit, stand, stoop, climb, kneel, or balance; occasionally lift heavy objects up to 50 pounds; work outside in varying climatic conditions; availability for stand-by and call back; work varying shift, including nights and weekends, if required; and be in sufficiently good health to perform job duties.

Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. DOJ Fingerprint Check
4. Physical Examination
5. References

Note: internal candidates may be required to complete the above-mentioned requirements.



Supplemental Questionnaire

Public Works

Water Resources Specialist

#26A-20

Please answer the following questions within your CalOpps application:

1. Do you currently possess an AWWA Backflow Prevention Assembly Tester Certificate?
If so, please upload a copy of your certificate.
2. Describe your knowledge and experience with water conservation programs for municipal water systems and water customers.
3. What experience do you have in conducting cross-connection control tests and cross-connection control surveys or hazard assessments?
4. Briefly describe your experience reviewing plans and specifications for building plumbing systems, municipal water systems, irrigation systems, and landscapes.

The City of Redwood City is proud to be an Equal Opportunity Employer!

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

Any provisions contained in this bulletin may be modified or revoked without notice.