

Job Title: Resource Conservation Inspector**Job Status:** Full-Time**Department:** New Construction**Job Grade:** 208**Reports To:** New Construction Supervisor**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 8/3/2025**Location:** Customer Solutions Center

Position Summary

The Resource Conservation Inspector (RCI) is responsible for providing support to the New Construction department by meeting with customers, issuing specific specification sheets, and following up with drawings and job designs to ensure that all inspections meet NBU standards and the City of New Braunfels Drought Ordinance. The RCI enforces local drought municipal ordinances, performs irrigation permit verifications, and all other necessary inspections as the role of the initiative grows. The primary purpose of these inspections is to contribute to NBU's gallons-per-capita-per-day (GPCD) reduction goals and general water conservation initiatives.

The RCI plays a critical role in ensuring water conservation standards are met across commercial, residential, and development sectors. This position is primarily responsible for inspecting and verifying compliance with landscape irrigation requirements, drought-related construction mandates, commercial water efficiency standards (including restaurants and carwashes), and enforcing applicable ordinances and NBU policies.

Essential Duties & Responsibilities

Landscape Irrigation Compliance

- Inspect new and existing landscapes to verify adherence to turf limitations, mulching standards, properly hydro-zoned irrigation, and controller/timer settings.
- Review irrigation system designs and inspect installations for conformance with New Braunfels Code of Ordinances and conservation and efficiency best management practices.
- Provide recommendations for improved water efficiency to property owners, irrigation contractors, and landscapers.

Builder Drought Requirements

- Ensure residential and commercial construction projects comply with drought-stage restrictions and development policies.
- Review landscape plans during permitting and inspect post-construction sites for enforcement of drought-related builder requirements.
- Serve as a liaison with builders and developers to communicate evolving drought stage expectations.

Commercial Water Efficiency (Restaurants & Carwashes)

- Conduct on-site evaluations of restaurants to verify installation and maintenance of high-efficiency pre-rinse spray valves and other water-saving equipment.
- Inspect carwash operations for compliance with water recycling system requirements and operational efficiency standards.

- Document findings and coordinate follow-up actions for non-compliance, including issuance of notices and customer support for corrective action.

Education & Outreach

- Engage with customers, contractors, and business owners to explain conservation programs, rebate eligibility, and compliance obligations.
- Support outreach efforts by providing field-level insights that inform program improvements and targeted conservation messaging.

Reporting & Enforcement

- Maintain accurate and detailed inspection records, photographs, and follow-up notes in compliance software systems.
- Assist in issuing citations or violations, as necessary, in coordination with code enforcement or legal teams.
- Provide testimony or documentation support in hearings or investigations, as required.

Customer Service/Communication

- Communicate with customers via fax, email, over the phone, and in person in order to understand their situation or problem
- Develop and manage processes for communication with NBU customers related to drought
- Educate customers, employees, and the general public about energy and water conservation through the creation of promotional and educational material, as well as interactive presentations.
- Increase the awareness of resource conservation related trends to support current programs.

Clerical

- File, copy, fax, and scan as needed
- Compile databases, process mail merges, and provide relevant information to customers
- Document necessary information in Northstar customer accounts

Financial

- Perform routine inspections on the division's company vehicle and respond to fleet requests
- Evaluate training opportunities for relevance and cost/benefit

General Responsibilities

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU policies, safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Communicate using professional and effective customer service skills with co-workers, customers and the public in general
- Exemplify NBU Core Values of Safety, Integrity, Team and Stewardship

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School

Diploma/GED

Work Experience Time Frame: Three Years or
More

Field of Study: [Click or tap here to enter text.](#)

Other: - Work requires specific knowledge of a
specific vocational, administrative, or technical
nature that may be obtained with six-months/one
year of advanced study or training

Certification and Licensures Requirements

- A valid Texas Driver's License is required in order to operate a company vehicle
- A valid State of Texas Irrigator's License or Irrigation Inspector's License

Other Minimum Qualifications

- Ability to work occasional weekends and evenings as well as some early morning shifts

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

Cityworks, Harris Northstar, Adobe CC (Photoshop, Illustrator, InDesign), Smartsheets, Laserfische

Experience with Machines, Tools, Equipment and Other Work Aids

Computer, Printer, Fax Machine, Infrared Camera, Heat Sensor Gun, Motor Vehicle, Calculator, Tape Measure, Telephone, Radio, Copier, Fax Machine, Camera

Physical Demands

Standing: Frequently

- ☒ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Frequently

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☐ Calibrating Equipment

Walking: Frequently

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

Lifting: Occasionally

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Carrying: Frequently

- ☒ Supplies
- ☒ Equipment

☒ Files

Sitting: Frequently

☒ Desk Work

☒ Meetings

☒ Driving

Reaching: Frequently

☒ For Supplies

☒ For Files

Handling: Frequently

☒ Paperwork

☐ Monies

Kneeling: Frequently

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Frequently

☒ File Drawers

☒ Equipment

☒ Table and Chairs

☐ Hose

Climbing: Rarely

☒ Stairs

☒ Ladder

☒ Step Stool

☐ Onto Equipment

Vision: Constantly

☒ Reading

☒ Computer Screen

☒ Driving

☒ Observing Worksite

Other: Frequently working in wet areas (active irrigation)

Foot Controls: Frequently

☒ Driving

☐ Operating Heavy Equipment

☐ Dictaphone

Balancing: Rarely

☒ On Ladder

☐ On Equipment

☒ On Step Stool

Bending: Occasionally

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

☐ Making Repairs

Crouching: Occasionally

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

Crawling: Rarely

☐ Under Equipment

☒ Inside Attics/Pipes/Ditches

Hearing: Frequently

☒ Communication Via Telephone/Radio/To Co-Workers/Public

☐ Listening to Equipment

Twisting: Frequently

☒ From Computer to Telephone

☒ Getting Inside Vehicle

Talking: Frequently

☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Inside customer homes/yards and in local businesses

Primary Work Environment: Other (Specify Below)

Other: Hybrid office and field work

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☒ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly

☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly

☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date