



Water Conservation Specialist

Department/Division:	Engineering
Reports To:	Director of Engineering
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	January 16, 2025

GENERAL PURPOSE

Under direct supervision from the Director of Engineering, to perform a wide variety of professional, technical and analytical activities in support of the District's water conservation and efficiency programs, including administering, developing, executing, evaluating, and monitoring said programs.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for performing a variety of professional level duties in support of the District's water conservation and efficiency programs. Incumbents at this level exercise judgment and initiative in their assigned tasks and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Develops, recommends, and implements conservation/efficiency policies, ordinance provisions, programs and initiatives including retrofit and demonstration programs in conformance with state and local regulations and ordinances.
- Works alongside the Public Outreach and Government Affairs Department to evaluate impacts of regulatory and state conservation compliance; providing recommendations and proposed actions and recommends and implements approved procedural changes as a result of regulatory changes.
- Prepares and submits various routine and non-routine reports to state and federal regulatory agencies including compliance reports, usage reports, and monitoring reports.
- Writes technical reports, correspondence, and other materials; gathers and evaluates data; enters survey information for tracking and reporting purposes.
- Works with other District staff to formulate methods and approaches for addressing community and agency concerns; follows up to ensure that concerns and needs are responded to; speaks before meetings in public forums; takes proactive steps to build positive relationships with key stakeholders.
- Coordinates and schedules on-site surveys and inspections for indoor and outdoor water use practices; makes recommendations for improving water use efficiency; confers with customers and property owner to identify and discuss conservation opportunities in landscape irrigation and commercial and industrial processes; provides watering

schedules and information about low-water use plants and efficient watering practices; provides information to customers about outdoor water use; Assists in drafting written reports to customers outlining suggestions for improving water use efficiency.

- Reviews and comments on compliance requirements during facility design process; participates in design meetings, document review, and contractor submittals pertaining to compliance; tracks construction timelines for initiation of compliance related activities.
- Assists in the development, submission of grant applications and proposals to secure water efficiency and conservation program funding; prepares applications for national and state awards for District programs and projects; represents the District on state-wide task forces and with other industry groups on water efficiency/conservation matters.
- Develops and maintains working relationships with agencies on efficiency and conservation matters; builds and maintains relationships with cities, school districts, homeowners' groups, local businesses and other community organizations to assist in furthering water efficiency and conservation efforts; confers with representatives of the landscape profession, other utilities, industry association, manufactures and vendors of water devices as necessary to obtain and provide technical information.
- Provides insight to staff in District departments on compliance issues and process changes as needed. May serve on a variety of District committees and task forces.
- Maintains prompt and regular attendance.
- Performs other related duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Water industry and public sector including structure and governance of special districts and general understanding of water services.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Basic understanding of water principles and their application to landscape water management and the types and characteristics of water conserving plants, landscape designs, soils, turf grasses and irrigation systems.
- Principles and practices of public speaking, event planning and scheduling, promotions, and logistics.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Market, organize and conduct effective water efficiency and water auditing programs.
- Effectively speak at education and community events demonstrating proficiency of water efficiency programs; operate audio-visual equipment.
- Research, develop and implement water efficiency and associated programs and secure funding through grant applications.
- Analyze customer water use problems and make practical independent decisions and recommendations based on specifics found.
- Prepare clear, concise, and comprehensive reports, memoranda, correspondence, and standard operating procedures.

- Develop and maintain knowledge of proper plants and landscapes for Southern California and irrigation systems and practices, including but not limited to weather-based controllers, irrigation distribution systems and low water landscapes.
- Organize work, set priorities, meet critical deadlines and follow-up on assignments, exercise sound judgement.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Perform research on a diverse range of topics.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Associate degree with major coursework in business administration, public administration, physical science, environmental science, horticulture, or a related field. A bachelor’s degree and experience in a public agency are preferred.

And

Experience: One (1) year of responsible experience in water use efficiency/conservation related discipline.

Licenses, Certificates: Special Requirements:

Must possess an appropriate valid Class “C” Driver’s License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of an AWWA Water Use Efficiency Practitioner certificate is highly desirable.

In accordance with California Government Code Section 3100, West Valley Water District employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL DEMANDS AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; perform repetitive movements with hands, and reach with hands and arms. Incumbent frequently is required to walk and stand, talk or hear; sit or balance, stoop, kneel, crouch or crawl. The incumbent must occasionally lift and/or move up to twenty-five (25) pounds. See in the normal visual range with or without correction; vision sufficient to read printed documents. Specific vision abilities required by this job include close vision,

distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hear in the normal audio range with or without correction.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.