



CLASSIFICATION SPECIFICATION

WATER CONSERVATION SPECIALIST

Department: Conservation
Range: 34

FLSA Status: Non-Exempt
Effective Date: August 21, 2014

General Purpose

Under general direction assists the Water Conservation Coordinator, in the development of conservation programs; implements and monitors programs to inform and educate customers about efficient water use and conservation; conducts water leak investigations; issues citations to enforce mandatory water conservation ordinances during times of water shortage; represents the District with customers and in community events and meetings on conservation issues; and performs related duties as assigned.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Implements, monitors, reviews, and participates in a variety of customer service and conservation related activities including rebate programs; identifies conservation program tasks needed to assist the Conservation Coordinator in grant program development and related activities; coordinates District conservation programs with staff, consultants and other agencies; participates in developing, auditing, and enforcing conservation programs and ordinances; participates in implementing conservation related "Best Management Practices."
- Develops and delivers conservation program training and guidance to other employees, agencies and customers.
- Conducts water surveys, field investigations and evaluations of residential, commercial and industrial customers; identifies the sources of water leaks and assesses the efficiency of water use, particularly for landscape irrigation; provides recommendations to property owners on water usage and conservation techniques, equipment improvements and other methods of achieving more efficient water use;
- Participates in enforcing the District's mandatory water conservation ordinances during periods of water shortage; conducts investigations and documents findings; meets with, provides advice and attempts to resolve water waste complaints through mitigating action by the property owner; issues citations for violations if resolution cannot be achieved.
- Responds to customer inquiries about water use and requests for conservation information; provides guidance to customers on performing water use self-diagnosis; schedules appointments for water surveys; determines high water users; encourages the use of appropriate conservation measures and advises customers on methods and techniques, including retrofitting.
- Assists in organizing and participating in water awareness demonstrations and retrofit exchanges

in designated areas of the District as well as makes presentations to community groups, schools, and other groups.

- Participates in District safety meetings.
- Other duties as assigned.

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:

Knowledge of:

- Principles, practices and methods of water conservation.
- Research methodology, analysis and interpretation.
- Methods of public information and education, outreach and marketing.
- District organization, functions, programs, policies, procedures and initiatives.
- Modern office practices, equipment and procedures.
- Statistical and record keeping methods.
- Knowledge of water conservation laws, regulations and policies.
- Water conservation technologies and practices.
- Safe work practices.

Ability to:

- Effectively organize and prioritize work.
- Coordinate water conservation programs effectively with public and private agencies.
- Identify and interpret technical information.
- Develop and disseminate information and outreach materials.
- Prepare clear, concise and accurate reports and other written materials. Prepare brochures, graphs, presentations and other materials.
- Develop and maintain accurate records and files.
- Represent the District in a professional manner at community functions, conferences and business meetings.
- Establish and maintain cooperative working relationships with others.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Observe proper safety precautions.

Minimum Qualifications

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

Education:

Graduation from an accredited college or university with an Associate's Degree with major coursework in Business, Public Administration, Environmental Science, Public Relations, Marketing or a related field, and

Experience:

A minimum of one (1) year of experience in administering and implementing water conservation programs, or four (4) years of increasingly responsible experience in Customer Service (Field or Office), Billing, Accounting, or Administration for a similar sized Water Utility agency. Up to four (4) years of additional qualifying experience may be substituted for the required education on a “two for one” basis (two years of experience for one year of education).

Necessary Special Requirements

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

Possession of, or ability to obtain within 2 years, a Water Use Efficiency Practitioner I certification from the American Water Works Association.

Possession of, or ability to obtain within 1 year, a Water Distribution Grade 1 Operator Certificate from the State Water Resources Control Board – Division of Drinking Water.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, taste or smell, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

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.