

WATER CONSERVATION SPECIALIST

DEFINITION

To perform technical duties related to water conservation programs, including conducting water use audits and public outreach/education activities within Environmental Utilities; to coordinate water conservation customer service activities with support staff assigned to the Department's Business Services Division; and to perform a variety of other technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water Conservation Administrator.

Exercises functional and technical supervision over program support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Solicit, schedule, and conduct water audits and inspections at point of use, including private residences, commercial, and public locations; make recommendations for improving water use or irrigation efficiency at sites visited and assist in promoting good water management practices.

Gather and analyze data and make written reports to site owners and/or managers, outlining suggestions for water system use improvement; respond to customer inquiries or complaints and provide technical assistance regarding irrigation or water use problems.

Provide technical expertise and advice on building or landscape projects; develop public information materials relative to various water conservation programs, including making contributions to water conservation website information.

Attend and make presentations at community workshops or events or to interested groups to promote water use efficiency; conduct training related to water conservation; contribute to and work with consultants as needed for implementation of water conservation plans.

Train and oversee seasonal/temporary personnel assigned to water conservation activities and provide assistance on the more technically difficult problems; perform related administrative duties such as making work assignments and receiving and reviewing daily time sheets; purchase water conservation materials and maintain related inventory.

Coordinate with other Environmental Utilities divisions regarding implementation of water conservation program elements such as those related to metering and water measurement, usage and billing, and customer service.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment used in water system operation and maintenance, especially as related to water conservation practices and techniques.

Principles and practices of landscape management methods for residential, commercial, and institutional applications.

Basic principles of training and supervision.

Methods and techniques of making formal and informal public presentations.

Principles and practices of safety management.

Pertinent local ordinances and rules; department policies and procedures as related to water conservation.

Report writing and statistical analysis.

Word processing, spreadsheet, and database computer applications related to performing water conservation activities.

Ability to:

Provide technical assistance in implementation of the department's water conservation programs.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On an intermittent basis, sit at desk or in vehicle for long periods of time; stand, walk, and bend when setting up and presenting public information displays; squat, climb, kneel and twist when conducting field inspections and water system assessments; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift for carry weight of 40 pounds or less.

Perform required inspections related to water use surveys and analyze water conservation problems, identify alternatives, and recommend solutions.

Read and interpret written technical materials, including equipment operation manuals and manufacturers' specifications.

Make presentations to the public, interested groups, and officials; interpret and explain pertinent City and department policies and procedures.

Compile and monitor a variety of data; prepare and route routine and special reports.

Perform mathematical computations associated with water control.

Provide technical and functional supervision to staff as assigned.

Use a personal computer and various programs to enter, maintain, and analyze data, and to prepare reports and correspondence.

Assist in the development and monitoring of an assigned program budget.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in operation and maintenance of a water distribution system, a water conservation program, or in work involving landscape and/or irrigation design.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in landscape/irrigation maintenance, water conservation methods and techniques, water system operation and maintenance, or a related field.

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License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a valid Irrigation Auditors Certificate issued by the Landscape Association.

Possession of, or ability to obtain, a Water Conservation Practitioner Grade 1 Certificate issued by the American Water Works Association upon completion of probationary period.

09-11-09

06-18-09

04-16-06

04-14-04 Water Conservation Specialist

06-13-02

01-14-99

10-08-97

07-01-97

01-18-94

04-10-90 Utility Maintenance Supervisor