



WATER CONSERVATION COORDINATOR

Department: Conservation
Range:

FLSA Status: Non-Exempt
Effective Date: September 1, 2010

General Purpose

Under general direction from the Assistant General Manager, to plan, organize, develop and coordinate a comprehensive Water Conservation Program for the District; to assist in securing necessary budgetary, administrative and policy approvals for components of the program; to develop, implement methods and prepare reports to measure improvement in water use efficiency and program evaluation; and to perform related duties as required.

Distinguishing Characteristics

This is a single-incumbent class. The incumbent performs responsible planning and coordination work specific to water conservation. Assignments are typically received in broad form, and the incumbent works independently exercising a substantial degree of judgment in the accomplishment of objectives, and in making sound recommendations based on study results.

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.

- Plans, organizes, coordinates, directs or conducts administrative work relating to the District's Water Conservation Program activities.
- Researches, evaluates and designs new conservation programs; develops and implements program work plans; develops, implements and prepares reports and analyses on program operations and evaluation.
- Develops and executes program marketing plans, including reviewing, proposing and developing program literature and outreach materials.
- Coordinates District's program administration with local and State agencies.
- Coordinates all District public relations information for conservation as well as maintain District conservation website page.

- Maintains awareness of new developments in the field of water conservation; monitors and evaluates developments in water conservation technologies and techniques and incorporates new developments as appropriate into programs.
- Plans, coordinates and staffs special events, workshops and professional seminars; makes presentations to community groups, schools, and other groups.
- Prepares requests for proposals and administers consultant contracts.
- Solicits, schedules and conducts water audits of residential, commercial and industrial and large turf customers; develops and manages major water conservation programs.
- Makes recommendations for improving water use or irrigation efficiency at sites visited and assists in promoting good water management practices.
- Responds to customer inquiries about water use and requests for conservation information; advises customers on methods and techniques to achieve conservation goals.
- Gathers and analyzes data and makes written reports to site owners and managers outlining suggestions for water system use improvements.
- Represents the District at community service and public relations functions relating to water conservation; coordinates and participates in water awareness demonstrations.
- Analyzes availability and feasibility of grant funding for conservation/education programs and initiatives; completes grant applications to secure funding; ensures all reports and program budgets required by grant programs are completed as required.
- Ensures that the District conservation initiatives achieve the objectives and requirements of the California Urban Water Conservation Council's Best Management Practices for conservation.
- Develops budget items related to conservation programs.
- Participates in District safety meetings.
- Performs other related 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.
- Basic functions and authorities of public agencies and special districts, including the role and responsibilities of a public governing board.
- Knowledge of water conservation laws, regulations and policies.
- Water conservation technologies and practices.
- Environmental planning.
- Safe work practices.

Ability to:

- Administer all aspects of water conservation programs.
- Coordinate water conservation programs effectively with public and private agencies.
- Identify and interpret technical information.
- Conduct research and make sound analyses relating to policy and program recommendations.
- Apply methods of contract administration.
- Develop and disseminate information and outreach materials.
- Prepare clear, concise and accurate reports and other written materials. Prepare brochures, graphs, presentations and other materials.
- Interpret and apply applicable laws, regulations, policies and procedures.
- Develop and maintain accurate records and files.
- 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.
- Observe proper safety precautions.

Minimum Qualifications

Education:

Graduation from an accredited college or university with an Associate's Degree 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, 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 prior to completion of probation, a Water Conservation Practitioner certification from the American Water Works Association.

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.