

WATER CONSERVATION SPECIALIST II

DEFINITION

Under general supervision, performs a variety of water resource planning work of a specialized and technical nature; advises staff on water quality and regulatory compliance issues; coordinates, creates, and presents water conservation activities and programs, including preparing cost/benefit and staffing analyses; and performs related work, as required.

DISTINGUISHING CHARACTERISTICS

This position is a mid-level class in the Water Department, working under the supervision of the Water Conservation Supervisor. Work is performed under direct supervision while following established policies, procedures, and regulations. This class is distinguished from Water Conservation Specialist I by skill level, complexity of tasks performed, and degree of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, develops, coordinates, and implements water conservation programs; plans, develops, and coordinates water conservation programs to meet the California Urban Water Conservation Council (CUWCC) Best Management Practices, including difficult to complex reports, correspondence, and other documents or materials based on data collection and analysis for presentation to management, outside agencies, customers or the general public; gathers, analyzes, and interprets data and information related to water use; evaluates water use by customers; pursues, prepares, submits, and administers grants and financial assistance to augment water management and promote conservation programs; presents and advocates programs to staff, schools, professional organizations, and community groups; attends fairs, seminars, and demonstrations to disseminate information regarding water and energy conservation and activities; evaluates new water conservation technology with respect to reducing demand and prepares recommendations for associated programs; coordinates landscaping projects associated with conservation and customer education; collaborates and coordinates with other government and water agencies on joint projects; performs water audits for residential and CII accounts; maintains information for updating conservation section of website; maintains adequate stock of conservation related literature and outreach materials; works with staff to prepare articles, brochures, flyers, and news releases related to conservation; responds to customer inquiries regarding conservation matters; develops and coordinates special events, displays, and informational materials; conducts polls and surveys, as requested; assists in the development and preparation of budget items related to conservation; prepares and maintains necessary records and reports; adheres to safety standards as described in the *Illness and Injury Prevention Plan*; may cross-train with other divisions; utilizes computer software competently; communicates effectively, both orally and in writing, routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, City fellow employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school, or GED equivalent. Two years of experience with a water conservation program, performing water education programs, community events, and public outreach, or two years of experience as a Water Conservation Specialist I with the City of Victorville. College course work in environmental science, natural resources management, or related field desired.

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Knowledge & Abilities – Knowledge of: Pertinent Federal, State and local laws, codes and regulations; modern principles, methods, and techniques associated with indoor and outdoor water conservation; irrigation and water conservation auditing; landscape and irrigation design, layout, and installation; implementation of the Best Management Practices of the CUWCC; current California water policies, politics, and issues; methods of research and data analysis; techniques, methods, and principles of disseminating accurate information to the public; effective oral and written communication skills; proper English use, including spelling, grammar, and punctuation; and public oratory techniques and methods.

Ability to: Identify alternatives and implement recommendations; represent the Water Department to public agencies, regulatory bodies, special interest groups, and members of the public; work efficiently with minimum supervision; organize and conduct effective conservation programs; prepare and present reports on project status to the management staff, outside agencies, and the public; speak confidently, persuasively, and professionally to various audiences; conduct research and analyze and interpret data; make reasonable and appropriate recommendations regarding conservation programs; prepare correspondence, reports, graphs, and other materials; meet schedules and time lines; maintain files, records, and information neatly and accurately; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and government officials, community groups, and the general public; and apply safe work practices..

Licenses & Certificates - Must possess a valid, unrestricted Class "C" California driver's license. Must possess a Certificate by the Irrigation Association as a Landscape Irrigation Auditor. Must possess an American Water Works Association Water Conservation Practitioner Grade 2 Certificate or possess an American Water Works Association Water Conservation Practitioner Grade 1 Certificate and pass the Grade 2 test within one year of hire and obtain the certificate within two years of hire. Must possess a California Department of Public Health Water Distribution Operator Grade 1 Certificate.

WORKING CONDITIONS

Work is performed in an indoor/outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an indoor/outdoor environment. Physical demands are light to moderate, consisting of sitting, standing, walking, bending, squatting, twisting, walking on level and uneven surfaces, lifting and carrying moderately heavy boxes up to 50 pounds, using hands and fingers to handle or feel objects, tools, or controls, and reaching with hands and arms. Incumbent is occasionally exposed to the risk of electrical shock. Incumbent wears personal protection-protective footwear. Incumbent must be able to hear in the normal range, with or without correction, communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED: 
DIRECTOR OF HUMAN RESOURCES

DATE: March 19, 2009

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.
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