

## **WATER CONSERVATION SUPERVISOR**

### **DEFINITION**

Under general direction, supervises and coordinates the work of hourly staff engaged in implementing, administering, and evaluating water conservation programs that inform and educate the public, commercial, professional, and government agencies about efficient water use and conservation; supervises and participates in the enforcement of water ordinances; interacts with customers and the public on water conservation and water waste issues and concerns; and performs related work, as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a supervisory position reporting to the Water Supply Manager. Incumbent is responsible for water conservation and water conservation programs, including the supervision of subordinate personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises, implements, and administers assigned elements of water conservation, recycling, and recharging programs; directs and supervises conservation staff; supervises year round program activities, as well as staffing, training, coaching, scheduling and integrating work of personnel performing hotline and water waste enforcement services; develops and deploys resources; exercises initiative and sound judgment and responds effectively to changing priorities and multiple time lines; prioritizes water conservation programs to meet the California Urban Water Conservation Council (CUWCC) Best Management Practices (BMP's); prepares annual budget and procurement process for department and maintains accountability; attends meetings and conferences to maintain compliance with new and updated State and Federal regulations and new technology; conducts periodic staff meetings and instructs personnel in safety procedures; solicits, schedules, and conducts complex water audits of residential and commercial customers; gathers and analyzes data related to water use and provides written reports to site owners and managers making recommendations for improving water use; investigates and documents water waste, leak detection, and unauthorized use of water such as illegal hookups and hydrant discharges; collaborates with other departments in conjunction with water meter management; ensures accurate recording systems of meters are tested, repaired, and replaced; may assist with the preparation, submittal, and administering of grants to promote water conservation; promotes public relations by making presentations to outside groups regarding water conservation; answers questions and provides information to the public; collaborates and coordinates with other government and water agencies on joint projects; prepares and maintains necessary records and reports, correspondence, and other documents or materials based on data collection and analysis for presentation to management, outside agencies, customers, or the general public; adheres to safety standards as described in the *Illness and Injury Prevention Plan*; prepares and presents verbal and written discipline reports, as necessary; promotes teambuilding; may cross-train with other divisions; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City 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 and Experience** – Graduation from high school, or GED equivalent, supplemented by college level coursework in environmental science, natural resources management, public relations, horticulture, landscape architecture, or related field. Six years of experience working with a water-conservation program performing residential and/or commercial water conservation consultations and water use audits; water usage investigation and analysis, including community events and public outreach, preferably within a water utility, combined with a minimum of three years of experience in a supervisory capacity within a comparable sized water utility.

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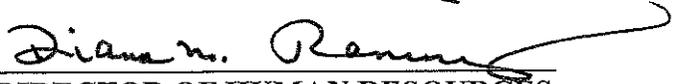
**Page 2**

**Knowledge & Abilities - Knowledge of:** Supervision and training methods; budget preparation and expenditure control; principles and practices of public information services, water resource management, and water utility operations; water conservation, landscape maintenance, and irrigation systems; principles and practices of safety management; modern principles, methods, and techniques associated with indoor and outdoor water conservation, including water conservation devices; implementation of the Best Management Practices, (BMP's) of CUWCC; current California water policies, politics, and issues; pertinent Federal, State and local laws, codes and ordinances covering water conservation; and methods of research and data analysis; and principles and practices of employee supervision, including training, work evaluation, discipline, and safe work methods. **Ability to:** Supervise the Conservation Department; develop, administer, and evaluate programs; organize, implement, and direct department operations and program activities, including the development and monitoring of assigned budget; work under pressure to meet deadlines; manage projects and personnel effectively and to work productively either independently or as part of a team; know and understand all aspects of the job; analyze reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; explain policies and procedures to various groups and the general public; prepare correspondence, reports, graphs, and other material; present reports on project status to management personnel, outside agencies, and the public; meet scheduled timelines; prepare and complete employee performance evaluations; 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; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices; and operate vehicles and equipment in a safe and efficient manner.

**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 2 Certificate and a Water Treatment 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 primarily of sitting, standing, walking on level and uneven surfaces, using hands and fingers to handle or feel objects, tools, or controls, twisting, turning, bending, squatting, stooping, and frequently reaching with hands and arms. Incumbent must regularly lift and/or move up to 25 pounds, and occasionally move up to 50 pounds. Incumbent is occasionally exposed to electrical shock. Incumbent wears personal protection-protective footwear. Incumbent must be able to hear in the normal range, with or without correction, and 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:** January 18, 2008