



JOB DESCRIPTION

Water Conservation Specialist

Date Prepared: September, 2017

SUMMARY: Under general supervision, develops and administers water conservation programs; educates, notifies, and instructs all customers regarding efficient water use and practices; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Develop and manage water conservation programs in adherence to local, state, and federal requirements.
- Gather, analyze, and interpret data and information for the evaluation of customer water usage.
- Develop and present programs.
- Educate consumers at various community events and venues, including schools.
- Maintain records regarding water conservation.
- Participate in multi-agency community outreach events and activities.
- Develop informational brochures.
- Perform water usage evaluations.
- Install shower heads and low flow faucet aerators and perform leak detection.
- Maintain confidentiality of work-related issues and City information.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent SUPPLEMENTED BY 60 college semester units AND three years water conservation program experience OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Local, state and federal laws, codes and ordinances regarding water conservation.
- Principles and practices of water utility operations.
- Principles and practices of landscape maintenance and irrigation systems operations.
- Residential and commercial measures, methods and techniques regarding water conservation.
- Public education and information techniques and practices.
- Principles and practices of research design and conduct.
- Principles and practice of project management.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state and federal codes, laws and regulations regarding solid waste management, recycling and water conservation.
- Using hand tools and measuring equipment.
- Public speaking and presentations.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, businesses, contractors, consultants, external public and private agencies and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Irrigation Association-Certified Landscape Irrigation Auditor certification, American Water Works Association (AWWA) Water Use Efficiency Practitioner Grade 1 certification, and a California Department of Public Health Water Distribution Operator Grade 1 certification must be obtained within one year of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in variety of locations, in the office and out in the field and is subject to outdoor settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. May be required to climb ladders and traverse on uneven surfaces. May be exposed to extreme weather conditions and hazardous chemicals, infectious diseases, and wildlife. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Will be required to assist with setting up division displays, pop-up canopy, tables, and chairs. Incumbent must be able to see and 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.

Department Head Approval

Date

Personnel Officer Approval

Date