



JOB DESCRIPTION

Water Conservation Supervisor

Date Prepared: December, 2015

SUMMARY: Under general direction, supervises and coordinates the work of 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; performs related work, 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:*

- Supervise, implement, and administer assigned elements of water conservation, recycling, and recharging programs.
- Direct and supervise conservation staff; supervise year round program activities, as well as staffing, training, coaching, scheduling and integrating work of personnel performing hotline and water waste enforcement services.
- Develop and deploy resources.
- Prioritize water conservation programs to meet the California Urban Water Conservation Council (CUWCC) Best Management Practices (BMP's).
- Prepare annual budget and procurement process for department and maintain accountability.
- Attend meetings and conferences to maintain compliance with new and updated state and federal regulations and new technology.
- Conduct periodic staff meetings and instruct personnel in safety procedures.
- Solicit, schedule, and conduct complex water audits of residential and commercial customers.
- Gather and analyze data related to water use and provide written reports to site owners and managers making recommendations for improving water use.
- Investigate and document water waste, leak detection, and unauthorized use of water such as illegal hookups and hydrant discharges.
- Collaborate with other departments in conjunction with water meter management.
- Ensure accurate recording systems of meters are tested, repaired, and replaced.

- May assist with the preparation, submittal, and administering of grants to promote water conservation.
- Promote public relations by making presentations to outside groups regarding water conservation.
- Answer questions and provide information to the public.
- Collaborate and coordinate with other government and water agencies on joint projects.
- Prepare and maintain 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.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

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.

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.
- Supervision and training methods.
- Budget preparation and expenditure control.
- Principles and practices of public information services, water resource management, and water utility operations.

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 and 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.
- 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.

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 hazards 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