



JOB DESCRIPTION

Water Conservation Specialist

Date Prepared: November, 2018

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 with coursework in conservation, environmental studies, public or business administration, or other related field, AND two years experience in a water conservation program or water supply/distribution field operations with public contact is required; OR an equivalent combination of education, training, and experience that provides the knowledge, skills and abilities necessary to perform the duties of Water Conservation Specialist.

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, explaining, and applying City, state and federal codes, laws and regulations regarding water conservation.
- Using hand tools and measuring equipment.
- Public speaking and presentations.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Calculating and measuring areas, water consumption, and other mathematical aptitude.
- Operating a personal computer and various software applications.
- Working on multiple, concurrent assignments with short timelines.
- Working independently.
- 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.
- Must complete a Landscape Irrigation Auditor certification course through the Irrigation Association OR posses a Watershed Wise Landscape Professional (WWLP) certificate recognized by the US EPA WaterSense within one year of employment.
- Must complete the Water Use Efficiency Practitioner Grade 1 course from American Water Works Association (AWWA) 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 25 pounds alone or up to 60 pounds with assistance and/or utilizing a hand dolly or shovel. 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. Employees work under pressure with frequent interruptions while communicating and interacting with a variety of City personnel, the public and outside agencies. 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

