



JOB DESCRIPTION

Water Resources (Conservation) Supervisor

Date Prepared: June, 2022

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 staff and participates in the enforcement of water ordinances related to these programs; interacts with customers and the public on water conservation, and water waste. Performs a variety of related work to assigned areas of responsibility 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, plan, implement, administer and participate in all elements of the City's water conservation programs and operations.
- Direct, supervise and evaluate conservation staff; supervise day to day work activities, as well as staffing, training, coaching, scheduling and integrating work of personnel.
- Foster a work environment that values employees, encourages their development, values their opinions and participation, and encourages innovation and teamwork.
- Prioritize water conservation programs to meet the California Urban Water Conservation Council (CUWCC) Best Management Practices (BMP's).
- Plans and executes water conservation programs and measures designed to conserve water, prepare for and withstand drought conditions.
- Coordinates activities with other City divisions, departments, and public agencies; serves as division representative for matters concerning the City's water conservation program.
- Monitors current legislation relative to water conservation issues.
- Assist with preparation of 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.
- Assist with the preparation, submittal, and administering of grants to promote water conservation.
- Develops, plans, executes and presents water conservation awareness programs, educational and public information materials; encourages and fosters community interest in water conservation.
- Engages and corresponds with the public, answers questions and provides information.
- 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.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Graduation from high school, OR GED equivalent, SUPPLEMENTED BY 60 college semester units. Additional qualifying experience may be substituted for the required education on a year-for-year basis. Four years of experience working within 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 two years of experience in a supervisory capacity is desirable.

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 resources, 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 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, word processing, spreadsheets and technology related to water conservation planning.
- 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.
- Certificate by the Irrigation Association as a Landscape Irrigation Auditor is desirable at time of appointment or must be obtained **within two years of hire.**
- CA-NV American Water Works Association Water Use Efficiency Practitioner Grade 2 Certificate desirable at time of appointment or must be obtained within two years of hire OR CA-NV American Water Works Association Water Use Efficiency Practitioner Grade 1 Certificate desirable at time of appointment or must be obtained **within one year of hire.**
- California Department of Public Health Water Distribution Operator Grade 2 Certificate and a Water Treatment Operator Grade 1 Certificate are desirable

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