



## **CONSERVATION COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under direction, performs a variety of professional duties associated with water conservation and water use efficiency programs and initiatives; develops and implements water education programs; prepares promotional materials; plans, organizes and coordinates participation in community outreach events; monitors and implements measures, goals and objectives to improve water efficiency and use; represents the District at community events and meetings in matters of water conservation and water use efficiency; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is a single incumbent class responsible for performing skilled professional duties in the development and implementation of District water conservation programs, outreach, education and related initiatives. This position is responsible for monitoring conservation programs and the achievement of water conservation and water use efficiency goals and objectives; providing project management, technical analysis and reporting; and provides water use policy development, planning and implementation. Incumbents are expected to perform job assignments with substantial independence, applying judgment and using knowledge of water conservation and water use efficiency practices and theory that has been gained through training and experience.

### **ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Researches, collects, receives, compiles, integrates, and analyzes information pertaining to water conservation and water use efficiency.
- Plans, develops, coordinates, evaluates and implements water conservation and water use efficiency programs and initiatives to meet District goals and objectives; compiles and maintains appropriate data sets for purposes of analysis.
- Reports on, and remains up to date on current federal, state and local laws, mandates and regulations that pertain to water conservation and use.
- Design, coordinate and implement District Water Conservation programs, education and initiatives.

- Develop District financial incentives for water conservation programs that are consistent with the District's current and future water supply and water supply plans.
- Responds to customer inquiries about water use and general requests for conservation information.
- Analyzes trends in population, demographics, and water usage in order to forecast and anticipates water use and needs.
- Prepares comprehensive reports and technical research papers for presentation and/or publication; provides input and analysis for portions of the District's Strategic Plan; Makes recommendations for improving water use and meeting set goals and objectives; prepares maps, cross-sections, diagrams, and fact sheets; serves as a liaison and coordinator with government and public agencies, research and regulatory organizations, universities, and the public.
- Monitors customer water usage to determine excess usage; develops graphs and tracking reports on water usage; may conduct conservation related inspections to determine program and mandate compliance.
- Represents the District at community events and meetings in matters of water conservation
- Coordinates, organizes, and participates in water conservation awareness activities, outreach and education.
- Prepares newsletters, brochures, fact sheets, and project descriptions for water conservation programs and education.
- May conduct tours and briefings on District programs for visiting professionals as well as the public.
- Performs related duties and responsibilities as required.

### **QUALIFICATIONS GUIDELINES**

#### Knowledge of

- Principles and practices of water conservation and water use efficiency.
- Principles and practices of water conservation program development, to include the development of water conservation financial incentive programs.
- Principles, practices and policies of public agencies; Urban Water Management Plan; and water rate structure and design.
- Federal, State, and local regulations and environmental standards pertaining to water conservation and water use efficiency.
- Landscape maintenance, irrigation systems and design, outdoor water conservation and techniques.
- Outdoor water conservation technology devices, techniques and methods.

- Basic principles of plumbing and indoor water conservation devices used for residential, commercial, industrial and institutional water conservation.
- Modern statistical techniques used to trend water use and efficiency.
- Principles and methods of analysis and socio-economic research as they apply to water consumption.
- Principles and practices of effective business and public communication.
- The requirements and procedures associated with public agency records management.
- Data collection and analysis techniques.
- The use of standard office equipment, including personal computers and computerized applications related to administrative work.

#### Ability to

- Perform water conservation and water use analysis activities using statistical methods and computer equipment.
- Perform financial analysis necessary to support the District's financial incentives for water conservation programs.
- Collect, analyze and integrate data from various sources including demographic and environmental databases, surveys, and maps.
- Conduct independent research studies with a high degree of accuracy.
- Develop sound findings and conclusions regarding complex water efficiency and water use.
- Provide planning and consumer demand forecasting information pertaining to water conservation and water use efficiency.
- Interpret, apply, explain, analyze, and make sound recommendations regarding water conservation and water use efficiency.
- Prepare, coordinate and manage water conservation budget and expenditures.
- Prepare and present oral and written information (i.e. Agendas, action items, reports, etc) on water conservation and water use efficiency.
- Represent the District's position on water conservation and water use issues.
- Promote water conservation initiative by making presentations, providing information coordinating community classes or other outreach activities.
- Identify research needs and exercise sound initiative and independent judgment in carrying out research assignments.
- Solicit, schedule and conduct water use audits of residential and commercial customers.

- Make technical presentations to a variety of audiences.
- Understand, interpret, explain and apply District, state, and federal policy, law, regulation and court decisions governing the District's water conservation programs, outreach and educational programs.
- Collaborate and coordinates with other District departments and agencies on joint projects.
- Present proposals and recommendations clearly and logically.
- Exercise sound, independent judgment within general policy guidelines.
- Operate a computer, calculating machine and other standard office equipment.
- Make calculations and tabulations accurately and rapidly.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

### Education

Graduation from an accredited four year college or university with a bachelor's degree in geological science, water resources management, engineering, or a related field.

### Experience

Two years of increasingly responsible professional experience in water, wastewater, and/or sewer system resource planning, analysis, and research.

### Licenses/Certificates

- Possession of a valid Class C California driver's license is required.
- Possession of, or ability to obtain within one year of appointment, certification from AWWA as a Water Use Practitioner Grade I.
- Possession of, or ability to obtain, certification from District-provided CPR/First Aid training is required.

### Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; sufficient manual dexterity to use office equipment such as computers, copiers, telephones and FAX machines; sit for extended periods of time;

have hearing and vision within normal ranges; frequently lift, carry, push or pull 25 pounds; travel as necessary to conduct District business.

FLSA: Exempt  
Range: 129  
Union: Non-Represented  
Reviewed: August 1, 2011