

WATER CONSERVATION ADMINISTRATOR

DEFINITION

To plan, organize, direct and supervise a variety of water conservation programs, including development and implementation of a long-term water conservation plan, as assigned within Environmental Utilities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Water Utility Manager.

Exercises direct supervision over assigned technical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for a variety of water conservation activities and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in water conservation activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Prepare assigned budget; prepare cost estimates for budget recommendations; submit justifications for various water conservation activities, and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Develop, supervise and coordinate water conservation programs, including development and implementation of a long-term water conservation plan to be utilized on a regional basis; develop and administer contracts for professional services related to water conservation activities.

Oversee residential, commercial; and industrial water audits and consumer outreach and education efforts including activities that are seasonally and/or event-driven; prepare written materials for customer service-oriented publications and newsletters.

Represent the city as a liaison to other regional agencies involved in cooperative conservation programs. Make presentations to commissions and the public to inform them about the programs and achieve desired results.

Prepare quarterly and annual reports to satisfy federal requirements.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Provide support to the water conservation activities of outside agencies as directed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of natural resource management, water conservation, landscape maintenance and irrigation systems.

Equipment, tools and materials used in conducting water use audits and in making adjustments/repairs to water/irrigation systems.

Basic principles and practices of public information and associated outreach activities; and equipment, tools, and materials used in preparing and presenting information in a public forum format.

Principles and practices of program management and administration.

Principles of supervision, training and performance evaluations.

Research techniques, methods and procedures.

Principles and practices of public finance and budgeting.

Principles and practices of safety management.

Technical report writing.

Pertinent local, State and Federal laws, ordinances and rules.

Modern office procedures and computer equipment.

Ability to:

Organize, implement and direct water conservation programs and activities, including participation in the development and implementation of a regional water conservation plan.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Schedule, manage and direct the implementation, coordination and evaluation of conservation programs and projects.

Collect, compile and analyze water use and supply data and assess the cost effectiveness of water conservation programs.

Develop and monitor assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Four years of increasingly responsible experience in natural resource management or education, preferably in a water utility, including one year of lead responsibility.

Water Conservation Administrator

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Training:

A Bachelor's degree from an accredited college or university with major course work in business, horticulture, landscape maintenance, water conservation, communication or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Water Conservation Practitioner Grade 1 Certificate issued by the American Water Works Association within one year of date of appointment.

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