



Marina Coast Water District

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WATER CONSERVATION SPECIALIST III

DEFINITION

Under general direction, performs professional level duties in the District's residential, commercial, and landscape water conservation programs; developing programs to promote water conservation; conducting field audits and providing consultation on residential and landscape water conservation methods; responding to customer inquiries or complaints; and analyzing data and preparing reports on water conservation issues.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Water Conservation Specialist III. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

Water Conservation Specialist I

Positions in this classification are distinguished from that of Water Conservation Specialist III in that the latter has overall programmatic responsibility for the water conservation program including the evaluation and supervision of staff. This is the entry-level class within the professional Water Conservation Specialist series. Individuals in this class perform a wide range of conservation department duties, initially under close supervision. As experience and proficiency are gained, assignments become progressively more diversified while supervision gradually decreases. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with skill and training of the incumbent. This class is flexibly staffed with the Water Conservation Specialist II and incumbents may advance to the higher level after gaining the knowledge, skills, and experience which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class. Advancement from the Water Conservation Specialist I level to the Water Conservation Specialist II level is in accordance with District policies and procedures, including receiving recommendation for advancement from the respective Department Manager or designee.

Water Conservation Specialist II

This is the advanced-level classification within the professional Water Conservation Specialist series. This class is distinguished from the Water Conservation Specialist I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Individuals in this position typically have two years of experience in the field of water conservation and have achieved proficiency in a wide range of conservation department duties. Positions may be filled by advancement from the Water Conservation Specialist I level, or by recruiting an outside candidate with substantial proficiency in a wide range of conservation duties. Incumbents

are expected to perform a wide variety of professional Water Conservation duties with only occasional instruction or assistance. Adequate performance at this level requires the knowledge of departmental or office procedures and precedents and the ability to choose among alternatives in solving many problems. A Water Conservation Specialist II is expected to work productively in the absence of a supervisor. Work is normally reviewed upon completion and for overall results. This class is distinguished from the Conservation Specialist III position by the latter's supervisory role, special assignments, and advanced training and certification and has overall responsibility for the Conservation Departmental functions.

EXAMPLES OF DUTIES (Illustrative Only):

Water Conservation Specialist I

- Assist with the operation and support of water conservation programs with particular focus on new developments, outside irrigation practices, and associated public information campaigns.
- Solicit, schedule, and conduct water audits of residential, commercial and industrial, and large turf customers. Provide support for Water Conservation programs, such as the District's Ultra Low Flow Toilet program, as appropriate.
- Gather and analyze data, and make written reports to site owners, managers, and other District departments which outline suggestions for water system use improvements.
- Respond to customer inquiries or complaints, schedule appointments and provide assistance regarding irrigation or water use problems.
- Support rebate incentive program outreach and process rebates.
- Assist in development and distribution of public information.
- May assist in District's water education program including working with local elementary and secondary school programs.
- Partner with external agencies and businesses and collaborate on conservation issues.
- Use a personal computer to enter, maintain, and analyze data, and prepare reports and correspondence.
- Build and maintain positive working relationships with co-workers, other District employees and the public using the principles of good customer service.
- Assist staff with special water conservation projects, as required.
- Perform related duties as assigned.

Water Conservation Specialist II (in addition to the above)

- Provide technical expertise and advice on building or landscape projects, landscape plan review support and develop public information materials relative to the water conservation program.
- Attend and make presentations at community workshops or events, and assist in publicizing the District's water conservation programs. May be required to occasionally work at weekend water conservation events or at after-school programs.
- Represent the District at professional or industry group meetings and generally remain current on new developments in the field of water conservation.

- Make recommendations for improving water use or irrigation efficiency at sites visited and assist in promoting good water management practices.
- Partner with external agencies and businesses and collaborate on conservation issues.
- Train and provide guidance to Water Conservation Interns, establish their work assignments, manage their workloads and assist them with more technically difficult problems.
- Develop and manage Water Conservation programs, such as the District's Ultra Low Flow Toilet program, as appropriate.
- Perform related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to assist individuals with disabilities to perform the essential functions.

Water Conservation Specialist I

Knowledge:

- General principles and practices of data processing and its applicability to water conservation and municipal operations.
- Basic arithmetic and statistical techniques for analyzing water consumption data.
- Applicable Federal and State laws; District and Department regulations, codes, policies, and procedures.
- Basic standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Recordkeeping principles and procedures.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Current techniques, practices, and institutional processes related to water conservation.
- General principles and practices of landscape management methods for commercial, institutional and residential applications.
- The types and characteristics of water conserving plants, landscape designs, soils, turf grasses, and irrigation systems.
- Evapotranspiration and its application to landscape water management.
- Residential, commercial, industrial and institutional water conservation devices, materials and practices.
- Word-processing, spreadsheet and other computer applications related to water conservation applications.

Skills:

- Build and maintain positive working relationships with the public, vendors, District staff and Board members.
- Accurately respond to inquiries in person or by telephone of water conservation functions and analysis.
- Read, write and speak English effectively to communicate in person or over the telephone.
- Analyzing water consumption data and information using established criteria in order to identify and select alternatives and solutions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

Abilities:

- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Make accurate water conservation related arithmetic and statistical computations.
- Understand written sentences and paragraphs in work-related documents.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet crucial time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications and programs, including specific spreadsheet and database programs at an intermediate to advanced level.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Water Conservation Specialist II

All knowledge, skills and abilities as that of the Water Conservation Specialist I required including:

- Analyze water consumption data and draw sound conclusions and recommendations.
- Recommend modifications to existing conservation policies, strategies, and/or methods to meet unusual water consumption and conditions.
- Evaluate and develop improvements in operations, procedures, policies or methods.
- Work independently, without close supervision, in the office and the field.
- Market, organize and conduct effective water conservation and water auditing programs.
- Read and interpret complex technically written materials, landscape and building plans.
- Prepare for and attend various community and civic meetings and/or functions and make presentations on behalf of the District.
- Communicate effectively, both orally and in writing. Prepare clear and concise written reports and correspondence. Speak effectively to large groups.

- Analyze water conservation problems and make practical independent decisions and recommendations based on findings.
- Use a variety of tools, devices, and equipment specific to water conservation activities. Provide technical and functional supervision to other staff.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education/Experience:

Any combination of education, experience and training that would provide the required knowledge and abilities. A typical way to obtain the minimum knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, environmental planning, horticulture, landscape architecture, or a related field. Two years of experience in a water conservation program, or landscape design or irrigation design.

OR

Equivalent to an Associate's degree from an accredited college or university with major course work in business administration, environmental planning, horticulture, landscape architecture, or a related field. Four years of experience in a water conservation program, or landscape design, irrigation or design.

Formalized training in water conservation and irrigation auditing methods may be substituted for the listed academic majors.

License or Certificate:

Must possess and maintain a valid California class C driver's licenses and have a satisfactory driving record. The following certifications are desired but not required, AWWA Water Use Efficiency Practitioner Certification Grade I or higher, Irrigation Association Landscape Irrigation Auditor and/or Landscape Manager Certification, SWRCB DDW Grade I Water Distribution Operator and/or Treatment I Operator certification.

Physical Demands:

Must possess mobility to work in a standard office setting, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Non-Exempt – Eligible for overtime

Bargaining Unit: Marina Coast Water District Employees Association