



Marina Coast Water District

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WATER RESOURCES TECHNICIAN I WATER RESOURCES TECHNICIAN II

DEFINITION

Under general direction, performs professional level duties in the District's residential, commercial, and landscape water conservation programs; develops programs to promote water resource management and data collection; conducts field audits and provides consultation on water conservation methods; responds to customer inquiries or complaints; analyzes data and prepares reports on water resources issues; conducts studies and develops other programs related to climate action and adaptation planning; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Water Resources Manager or his/her designee. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

Water Resources Technician I is the entry-level classification in the Water Resources Technician class series. Initially, under close supervision, incumbents learn and perform routine duties related to water conservation programs and irrigation practices. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates the skill to perform the work independently. Positions at this level may perform some of the duties required of the position of Water Resources Technician II level but are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Water Resources Technician II is the fully qualified journey-level classification in the Water Resources Technician class series, capable of performing a wide variety of independent work. Positions at this level are distinguished from the Water Resources Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF DUTIES (Illustrative Only)

- Researches and analyzes water use, production, and monitoring records.
- Answers consumer inquiries in person and by telephone regarding water use and water conservation programs.
- Researches, creates, and maintains records, files, and directories.
- Conducts interior and exterior water audits for a variety of users.
- Performs field inspections, making field measurements, calculations, sketches, and inspects for various water resources-related issues.
- Gathers and analyzes data and prepares written reports for managers and others, outlining suggestions for water resource data collection and management improvements.
- Assists with data gathering, preparation, and submission of a variety of mandated county, state, and other water resource-related reports.
- Participates in water resources outreach programs, assists with developing educational materials, supports rebate incentive programs, and processes rebates.
- Attends and/or makes presentations at community workshops or events promoting the District's water resources programs and efforts.
- Maintains accurate records of work performed.

QUALIFICATIONS

Knowledge of:

- Water conservation methods related to agricultural, municipal, and industrial water needs.
- Public outreach methods and techniques related to water resource management.
- Principles and methods of water resources management, water source supply, and recycled water programs.
- Appropriate data and record-keeping methods and principles.
- Basic safety practices related to the work.
- Applicable laws, codes, and regulations.
- Basic computer applications related to the work.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Analyzing problems, examining alternatives, and recommending solutions.
- Explaining basic water resource management methods and products to the public.
- Providing technical assistance in the implementation of the water efficiency programs.
- Interpreting, applying, and explaining laws, regulations, policies, and procedures.

- Interviewing and accurately recording customer responses regarding indoor and outdoor water use habits.
- Making accurate mathematical calculations.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Maintaining accurate records of work performed.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education/Experience:

Water Resources Technician I: Equivalent to graduation from high school and one year of experience in water conservation or a directly related field and demonstrated customer relations experience.

Water Resources Technician II: Equivalent to graduation from high school with specialized coursework or training in a field that includes the fundamentals of water supply and conservation principles and three years of experience performing water efficiency activities and related work.

An associate's degree from an accredited college with specialized coursework in a related field may be substituted for one year of experience. A bachelor's degree from an accredited college may be substituted for three years of experience.

Licenses and Certifications:

Water Resources Technician I: Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

American Water Works Association (AWWA) Water Use Efficiency Practitioner Grade 1 Certification within twelve (12) months from date of hire.

Water Resources Technician II: Must possess and maintain a valid California C driver's license and have a satisfactory driving record.

American Water Works Association (AWWA) Water Use Efficiency Practitioner Grade 2 Certification within twelve (12) months from date of hire.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various building and landscape sites and irrigation and water delivery systems; physical stamina to perform system and site inspections; traverse uneven terrain and lift and carry materials weighing up to 25 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

Employees may interact with members of the public under stressful conditions while interpreting and enforcing District policies and procedures.

Other Requirements:

The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

FLSA Status: Non-exempt eligible for overtime

Bargaining Unit: MCWD Employees Association