

## ***WATER CONSERVATION SPECIALIST***

### **DEFINITION**

Under general direction, assists in developing, implementing and evaluating various water conservation programs; performs residential, commercial and landscape water audits at various customer field locations; operates customer service software and databases; coordinates special projects; public outreach regarding water conservation programs, services, and regulations; assists with providing public information, education and outreach activities; writes articles for media, website, and utility newsletter; seeks out and applies for grant funding for various water district projects; participates in public information and communications programs and activities of the San Lorenzo Valley Water District and performs other related work as assigned.

### **CLASS CHARACTERISTICS**

This classification is responsible for assisting with the development and implementation of various water conservation and outreach programs, performs general clerical tasks and provides routine information to the public including related written materials. Work performed with a high degree of independence and action.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	Environmental Programs Manager
Exercises supervision over:	No supervisory responsibility
Bargaining Unit:	Classified

### **ESSENTIAL DUTIES (*Duties may include, but are not limited to, the following*):**

Performs indoor residential water audits by conducting field inspections and tests including those for leaky toilets and sinks; calculates flow rates of showers and faucets installs low flow fixtures, and instructs customers on other ways to save water in the home.

Conducts outdoor water audits including testing sprinkler systems, calculating the amount of water used in irrigation, pointing out deficiencies in sprinkler placement and developing a watering schedule for customer.

Assists in cost-benefit and water-saving analyses.

Administers water conservation programs-including the various rebate programs-such as processes water conservation certificates and rebate applications; checks applications for accuracy and completion, performs inspections to verify installation, enters data on computer.

Assists customers in analyzing water use, contacts customers with high-consumption water accounts to recommend water conservation measures in order to reduce water use.

Reviews water consumption records, summarizes information, and prepares spreadsheet reports.

Implements public communication strategy for department.

Develops and helps implement community engagement programs as directed.

Develops, coordinates, and implements a variety of informational, educational, and outreach communication materials and distributes to customers, community members and groups and the general public.

Develops educational/informational display materials for special events; may staff booths to answer questions and distribute information.

Plans schedules, and makes presentations related to water conservation and the water system to schools, businesses and community groups; assists in identifying target businesses and groups for outreach efforts; assists in the coordination of speakers and special events.

Conducts studies and surveys in the review of internal and external communication programs; formulates recommendations and prepares reports; confers with department managers, other staff, public officials, consultants, and customers and the press in the accomplishment of program

Attends meetings of the Board of Directors, Committees, Department(s), and other groups as directed.

Ensures all departmental communications efforts are coordinated with the Supervisor and or Management Team.

Provides creative writing and designs and produces a variety of promotional materials to create public awareness of programs, services and activities.

Establishes and maintains working relationships with the media, public, private agencies and organizations.

Researches grant opportunities (e.g. infrastructure improvements, habitat restoration projects, habitat enhancement monitoring programs, water conservation programs, etc.) for the purpose of developing additional funding resources for both current and proposed services, programs, and projects.

Administers Watershed Education Grant Program.

Guides interns' workload in water conservation and other projects as directed.

Manages consultants during special projects.

Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- Basic knowledge of residential, commercial and industrial and institutional

water conservation devices, materials and practices.

- Basic knowledge of the types and characteristics of water conserving plants, landscape designs, soils, turf grasses, and irrigation systems.
- Basic principles of customer service.
- Knowledge of grant opportunities, grant writing and project development.
- Principles, techniques and methods of public information, marketing and community relations.
- Methods of preparing informational materials and disseminating them through appropriate media.
- Web-based media, social media, and other emerging media for internal and external communications.
- Principles and practices of graphic design and production and distribution of informational publications.
- Basic desktop publishing and related computer applications.
- Basic research and analysis methodology and techniques.
- Principles and practices of skilled written and oral communications.

***ABILITY TO:***

- Communicate strategically and effectively in producing engaging, lucid and concise documents.
- Prepare and present organized and accurate oral reports, statements and presentations.
- Develop and prepare grant proposals.
- Effectively serve as the department's spokesperson and represent the department professionally.
- Collect, evaluate and interpret varied information and data, either in statistical, narrative or verbal form.
- Demonstrate sound judgment.
- Communicate technical information in a manner that is appropriate for the intended audience.
- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously.
- Establish and maintain and promote effective working relationships with employees, media representatives, other agencies, elected and appointed officials, and the public.
- Effectively utilize computers and emerging technologies.
- Work independently and as a team member.

**PHYSICAL AND SENSORY REQUIREMENTS**

- Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard.
- Additionally, the position requires far and near vision when reading and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**TRAINING AND EXPERIENCE GUIDELINES**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** Bachelor’s degree from an accredited college or university in a closely related field.

**EXPERIENCE:** Three (3) years of increasingly responsible water conservation-related experience.

**CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

A valid California class C driver’s license must be maintained at all times.