



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

WATER CONSERVATION SPECIALIST

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

General direction is given by the Operations and Maintenance Superintendent. Direct supervision of Water Conservation Specialist I/II and Intern staff is exercised.

CLASS CHARACTERISTICS

This single position class has overall programmatic responsibility for the water conservation programs. Successful performance of the work requires a professional background as well as skills in coordinating work with those of other District departments and public agencies and dealing with the public.

EXAMPLES OF DUTIES (Illustrative Only)

- Recommends and assists in the implementation of program goals and objectives; establish schedules and methods for District water conservation programs; implements policies and procedures.
- Researches and designs water conservation programs; develops, implements and administers program work plans; prepares reports and analyses regarding program operations and evaluation.
- Develops and executes program-marketing plans including reviewing, proposing, and developing program literature and outreach materials.
- Coordinates program administration with local and state agencies including compilation of reports.
- Partner with external agencies and businesses to collaborate on conservation efforts.
- Oversee the District's water education program including working with local elementary and secondary school programs and make recommendations for continuous improvement to the programs.
- Solicits, schedules and conducts water audits of residential, commercial and industrial customers.
- Gathers and analyzes data and makes recommendations for improving water use or irrigation efficiency at sites visited and assist in promoting effective water management practices.

- Responds to customer inquiries or complaints and provides technical assistance regarding irrigation or water use problems.
- Ensures adherence to District ordinances, resolutions and other District requirements. Monitors and evaluates developments in water conservation technologies and techniques; incorporate new developments into programs.
- Plans, coordinates and staffs special events, workshops, and professional seminars; makes presentations to community and other groups.
- Participates in a lead capacity in the Conservation budget preparation; prepares cost estimates for budget recommendations; submits justifications for water conservation program activities; monitors and controls program expenditures.
- Prepares a variety of written correspondence, reports, plans, procedures and other written materials.
- Maintains accurate records and files.

QUALIFICATIONS

Knowledge of:

- Principles and practices of natural resource management, water conservation, landscape maintenance and irrigation systems.
- Principles and practices of public information services.
- Equipment and materials used in preparing and presenting public information services.
- Principles and practices of cost estimation and budget administration.
- Applicable local, state and federal laws, ordinances and rules.
- Computer applications related to the work, including word processing applications.
- Sources of information regarding developments in water conservation technology and practices.
- Practices of researching conservation issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Preparing accurate schedules, budgets, plans, specifications, cost estimates, and reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education/Experience:

Equivalent to graduation from a four-year college or university with major course work in environmental planning, public or business administration or a field related to the work. Five years of water conservation experience or related administrative experience, related/ applicable field with at least 3 years in the Water Conservation Specialist II position or equivalent capacity, preferably in a public agency setting.

Licenses and Certifications:

Must possess and maintain a valid California class C driver's license and satisfactory driving record. The following certifications are desired but not required, AWWA Water Use Efficiency Practitioner Certification Grade III 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