

WATER CONSERVATION TECHNICIAN

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions may not include all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Assists in the implementation of the District's Water Conservation Programs including: collection and analysis of water conservation data; presentation of water conservation exhibits; designing and producing graphics materials with a computer; procuring, maintaining and distributing inventories of conservation related materials; and performs residential, commercial and landscape audits at various customer field locations.

DISTINGUISHING CHARACTERISTICS

This is a technical position providing support to District Water Conservation Programs including both field based and office based conservation activities. Incumbents deal with the public inside their homes and businesses, where considerable communication skills including tact and discretion are required.

SUPERVISION RECEIVED

General supervision is provided by the Water Conservation Coordinator.

ESSENTIAL DUTIES (The following duties are considered essential for this job classification):

Gather, analyze and interpret water use data and prepare reports using a computer database or spreadsheet program; develop simple public information materials such as bill inserts, pamphlets and newsletters, using computer graphic and desk top publishing programs; provide technical assistance to the public related to water conservation questions; issue and produce customer water use database queries; set up community conservation awareness displays; monitor CIMIS weather data through computer modem; maintain computer databases of water conservation products, resources and program results; install or provide advice regarding installation of water-saving devices; distribute surveys and assist in program evaluation; write letters to customers and a variety of internal memoranda; inspect construction and landscape plans for water efficiency; staff water conservation exhibits at community events; stock and monitor information distribution centers; perform indoor and outdoor residential water audits; perform indoor and outdoor non-residential water audits; perform field inspections and measurements for existing and new customers; other water conservation duties as assigned. The incumbent may be required to make public appearances in the evenings and to work on holidays and weekends.

OTHER DUTIES

In addition to the duties listed in the Essential Duties section, the incumbent in this classification may perform related duties as assigned.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class.)

Experience / Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

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Sufficient years of responsible experience in water supply or conservation program work, including supervisory experience, to demonstrate possession of the knowledge and abilities listed above.

Course work in environmental engineering, environmental studies, landscape planning or architecture, water resources, public or business administration, public relations, communications, or closely-related field. An AA, AS, BA or BS degree in environmental studies, landscape architecture, or water resources planning is desirable.

Knowledge / Skills / Abilities

Knowledge of: Principles and practices of water conservation, planning and management, including use analysis and forecasting; techniques and equipment used in irrigation and water distribution; operation of various water-saving devices; xeriscape practices, water-conserving landscaping, irrigation practices, and drought-tolerant planting; laws and regulatory codes applicable to water supply and demand management; methods of creating and managing public information programs.

Skills and Abilities to: Analyze data on water consumption and identify measures that target inefficient use; conduct water audits; communicate clearly and concisely both orally and in writing; make effective professional presentations to a wide variety of audiences, such as community groups, schools and businesses; write and create technical publications, reports, grants, training curricula, graphs, brochures and other materials to inform and persuade the public about conservation related topics; develop and administer programs that involve community participation; establish and maintain effective working relationships and other staff, professional associates and with the general public; use computer database, spreadsheet and word processing programs.

License / Certificate

Possession of a valid Class C California Drivers License.

Certification from American Water Works Association as a Water Conservation Practitioner is highly desired.

Certification from the Irrigation Association as a Landscape Irrigation Auditor is highly desired.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Performing irrigation audits and landscape surveys involves walking over rough, uneven or rocky surfaces and walking for extended periods of time. Driving to these audits and surveys involves sitting for extended periods of time. Stocking an inventory of water conservation materials requires carrying objects weighing up to 50 pounds up to 20 feet and lifting arms above shoulder level. Setting up water conservation displays requires carrying materials weighing up to 50 pounds over 20 feet. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting in the performance of daily activities. Working with the computer involves grasping, continuous or repetitive arm-hand movements and fine coordination. The work requires working occasional evenings and weekends staffing water conservation displays.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

5/08