

Sacramento Suburban Water District Classification Specification

Job Class: Water Conservation Supervisor

FLSA Status: Exempt

Supervisor: Operations Manager

Effective Date: July 2011

Definition/Distinguishing Characteristics

With minimal direction and supervision, this position develops, implements and administers a variety of District water use efficiency and demand management programs, administers grants and contracts, supervises conservation staff and seasonal positions, coordinates and participates in public outreach activities designed to promote water efficiency, performs residential and commercial water audits, and actively participates in regional conservation planning efforts.

Essential Duties and Responsibilities

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Develops, implements and administers District water use efficiency and demand management programs, including a long-term water conservation plan involving implementation of Best Management Practices as defined by the California Urban Water Conservation Council (CUWCC); updates programs and plans as needed to meet the demands of the District and comply with State laws, regulations and directives.
- Leads District efforts to define, calculate, collect, interpret, report and evaluate the significance of data regarding unaccounted for water and its impact on the District; assesses and projects water savings that can be achieved through containing unaccounted for water losses.
- Applies for and administers grants and other alternative funding sources for all conservation related programs; monitors and tracks program budgets.
- Prepares and administers contracts for professional services related to water conservation activities.
- Prepares annual department budget, submits justifications for various conservation activities, and monitors and controls related expenditures.
- Schedules, trains and supervises full-time and seasonal conservation staff; prepares and conducts employee performance evaluations; monitors staff certifications and mandated training and safety programs.
- Serves as a District ambassador with the public; coordinates and organizes public outreach events and represents the District at various regional meetings.
- Develops informational resources on water conservation and prepares technical reports, publications, proposed regulations and ordinances, and promotional items for community events.

- Develops strategy and time schedule for implementation of water conservation measures; acts as a liaison with other District departments on public information and educational programs to promote the efficient use of water and eliminate waste.
- Maintains District water conservation program records and works cooperatively with other District departments to insure proper and expedient exchange of information.
- Actively participates on regional water committees; participates at state level as appointed/directed by the General Manager.
- Drafts written responses to questions, violations, warnings, etc., relating to the District's water conservation program, including responses to customer complaints relating to water waste.
- Reviews pending legislation; provides comments and recommendations that comply with CUWCC best practices and District needs.
- Performs residential and commercial water audits and oversees rebate program; provides literature and verbal instruction to customers regarding rebates, conservation methods and irrigation control system adjustments.
- Promotes safety at all times and complies with safety rules.
- Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Ability to work after hours and on weekends as required.
- Travels occasionally by airplane and frequently by automobile in conducting District business.
- Communicates orally with District management, coworkers and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers and fax machines.
- Ability to carry, reach and lift supplies and equipment weighing up to 30 pounds.
- Ability to push, pull and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl and climb during field work.
- Stands and walks for extended time periods and on uneven terrain.
- Works out-of-doors as needed in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction.

Qualifications

Knowledge of:

- Principles and practices of water use efficiency and demand management, landscape maintenance and irrigations systems.
- Practices of grant writing and administration.
- CUWCC Best Management Practices and other local, State and Federal laws, regulations, ordinances and rules related to water use efficiency and demand management.

- Research techniques, methods and procedures.
- Water Conservation program evaluation and implementation methods.
- Customer Service procedures and handling of customer complaints.
- Proper work safety standards.
- Principles of basic algebra.
- Common office computer software programs, particularly Microsoft Word, Excel, Outlook and PowerPoint.

Ability To:

- Plan, organize, manage and direct water efficiency and demand management programs and activities, including participation at a regional level.
- Supervise, train and evaluate assigned staff.
- Collect, compile, analyze and evaluate technical data relating to assigned programs, specifically including water use and supply data, and assess the cost effectiveness of water conservation programs.
- Research, analyze and interpret CUWCC Best Management Practices, State laws and proposed legislation and the impacts on District operations and programs.
- Maintain complete and accurate records; prepare written reports and correspondence.
- Deal tactfully and courteously with the public.
- Effectively represent the District's water conservation program to the Board of Directors and at functions with the general public and other organizations.
- Gather, organize and process data; work from diagrams, plans, maps; and interpret specifications.
- Plan, develop and justify budgets; operate within budget parameters.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals, and calculate basic algebraic equations.
- Graphically convey information in multiple formats, including Excel spreadsheets and graphic functions.
- On an intermittent basis, sit at a desk or in a vehicle for long periods of time; stand walk and bend when setting up and presenting public information displays; squat, climb, kneel and twist when conducting field inspections and water system assessments.
- Prioritize tasks, use time wisely and complete work in a timely manner.
- Establish and maintain cooperative working relationships.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- A Bachelor's Degree from an accredited college or university with major course work in water conservation, biology, botany, hydrology, horticulture, landscape architecture, business, communications or a related field.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not

meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

- AWWA Water Use Efficiency Practitioner Certification Grade 1, or ability to obtain within 2 years of employment.
- Certified Landscape Irrigation Auditor (CLIA) Certificate, or ability to obtain within 2 years of employment.
- State of California Water Distribution Operator Certificate Grade D1, or ability to obtain within 2 years of employment.

Incumbent must complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certifications as a condition of continued employment.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Three to five (3-5) years of responsible professional experience in developing and managing a California water efficiency and demand management program is strongly desired.
- AWWA Water Efficiency Practitioner Certification Grade 2.
- State of California Water Distribution Operator Certificate Grade D2.