

CITY OF SAN JUAN CAPISTRANO

WATER CONSERVATION COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To oversee, coordinate and promote water conservation activities within the City; to conduct a variety of studies and surveys related to water conservation; to implement program goals and objectives; to respond to and resolve customer questions; and to perform a variety of administrative tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Administrative Services.

ESSENTIAL FUNCTION STATEMENTS . *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Develops, markets, coordinates, and implements all programs and activities related to water conservation including responding to customer questions, inquiries, and complaints.
2. Conducts audits of customer homes and gardens; analyzes water usage; checks leaks and waste to identify water issues; prepares and presents water audit results; recommends modifications as appropriate.
3. Evaluates water usage for landscape, commercial, industrial and agricultural customers; recommends solutions to problems identified.
4. Promotes and coordinates specific activities related to water conservation; prepares marketing material including flyers, pamphlets, and brochures.
5. Develops educational and motivational material for water conservation efforts including press releases and newsletters.
6. Coordinates and conducts classes and seminars to educate the public on water conservation and water issues including water supply, water quality, and groundwater.
7. Conducts presentations or provide resource materials to schools, clubs, social organizations, City government, and homeowner groups.
8. Maintains records and develops reports concerning new or ongoing programs and program effectiveness related to water conservation.
9. Develops survey instruments; conducts surveys related to water usage; implements program changes in response to results.
10. Maintains awareness of new developments in the field of water conservation; incorporates new developments into programs as appropriate.

11. Serves as and provide advice in building and landscaping projects; negotiates and resolve sensitive and controversial issues.
12. Monitors water conservation program compliance with laws, rules, and regulations.
13. Orders and maintains inventory of brochures, pamphlets, and other related water conservation materials.
14. Researches and identifies funding resources; prepares grant proposals, participates in negotiations, and administers and reports to granting agencies.
15. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic operations, services and activities of a water conservation program.
Principles and practices of program development and implementation.
Pertinent Federal, State and local codes, laws and regulations.
Recent developments, current literature and information related to water conservation.
Marketing theories, principles and practices and their application to water conservation.
Research methods, cost effectiveness tests, and statistical analysis.
Modern office procedures, methods and equipment including computers.
Principles and practices of public relations.
Principles of business letter writing and basic report preparation.

Skill in:

Coordinating and directing water conservation programs suited to the community.
Recommending and implementing goals and objectives for providing water conservation services.
Eliciting community and organizational support for water conservation programs.
Interpreting and explaining water conservation policies and procedures.
Providing educational information and resources to the public regarding water conservation.
Responding to requests and inquiries from the general public.
Identifying and applying for funding resources and grants, including negotiation, administration, and reporting.
Conducting field investigations and water audits.
Preparing and presenting clear and concise reports.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work including the general public.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in water conservation.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, statistical analysis, hydrology, or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an American Water Works Association (AWWA)-Water Conservation Practitioner Certificate

Possession of, or ability to obtain, an Irrigation Association – Landscape Irrigation Auditor Certificate

WORKING CONDITIONS

Environmental conditions:

Office and field environment; travel from site to site; extensive public contact.

Physical Conditions:

Essential functions may require maintaining a physical condition necessary for standing or sitting for prolonged periods of time.