

## **WATER CONSERVATION COORDINATOR**

### **DEFINITION**

Under general direction, plans, develops, coordinates, and implements the City's Water Conservation Program and ensures regulatory compliance. Responds to customer inquiries or complaints; provides recommendations, support, and assistance to the Public Works Director, Regulatory Compliance Technician, and the public; and performs related work as required.

### **ESSENTIAL DUTIES**

Assist in developing and implementing goals, objectives and priorities for the City's water conservation program.

Solicit, schedule, and conduct water audits of residential, commercial, industrial, and large landscape customers. Develop and manage the City's Water Conservation programs.

Monitor customer water use and conservation practices.

Respond to customer inquiries or complaints and provide technical assistance regarding irrigation and landscape management or water use problems.

Provide technical expertise and advice on water conservation practices and develop public information materials for the water conservation program.

Use a personal computer to enter, maintain, analyze data, and prepare reports and correspondence.

Host and/or attend public meetings and workshops and make presentations to community groups. Plan, schedule and coordinate community workshops or events, and assist in marketing the City's water conservation program.

Make site visits, gather and analyze data, and make written reports to site owners and managers making recommendations for improving water use or irrigation efficiency.

Perform related duties and responsibilities as assigned including other regulatory requirements of State and Federal agencies.

### **SPECIAL REQUIREMENTS**

Ability to work independently and outside in varying climatic conditions.

Ability to lift a minimum of 25 pounds, bend, twist, squat, stretch, reach, walk, climb, stand for extended periods, work outside and work in small or confined spaces.

Perform manual labor required to install water conserving fixtures and set up conservation booths. May be required to work nights and weekends, with days and hours varying throughout the year.

Must live within 35 mile radius of City Hall.

Possession of a valid driver's license.

### **KNOWLEDGE AND SKILLS**

- Principles, practices and techniques of water management and indoor and outdoor water conservation for commercial, institutional and residential applications.
- Principles, practices and techniques of landscape and irrigation systems maintenance and design.
- Water conserving plants, types of soils, turf grasses, and irrigation systems.
- Landscape irrigation audits, evaluation of irrigation systems, developing efficient schedules for irrigation systems.
- Basic principles of plumbing and indoor water conservation devices use for residential, commercial, industrial and institutional water conservation.
- Word-processing, spreadsheet and other computer applications related to water conservation applications.
- Basic principles and practices of outreach and involvement.
- Principles and practices of business communication.
- Customer service principles, practices, techniques and methods.
- Safe work practices.

### **EDUCATION AND EXPERIENCE**

Any combination of training and experience, which is likely to provide the required knowledge and skill, is acceptable.

Typically, this includes:

- Education equivalent to graduation from high school
- Experience in water conservation or related fields.