



# MARIN MUNICIPAL WATER DISTRICT

## Water Conservation Manager

### **DEFINITION**

Under general administrative direction, manages the activities of the Water Conservation Department. Plans, develops, administers and evaluates the activities of demand-side water use and water conservation programs to promote the efficient use of the District's water supply; manages department's activities, including budget, conservation programs and operations; manages staff of the Water Conservation Department; and does related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a mid-management classification that exercises independent judgment in performing full managerial and administrative responsibilities for the Water Conservation Department, and provides highly responsible and complex staff assistance to the Facilities and Watershed Division Manager. This position also has individual responsibility for program development and implementation of the Water Conservation Master Plan.

### **EXAMPLES OF DUTIES**

Typical duties may include but are not limited to the following:

- Develops, plans and administers District water conservation programs.
- Assumes management responsibility for the operations, services and activities of the Water Conservation Department.
- Manages, selects, trains, motivates and evaluates assigned staff; provides or coordinates staff training; works with employees to develop career performance and correct deficiencies.
- Reviews, analyzes and interprets data and information related to customer water use in the District as well as regional and statewide water use conditions.
- Leads the development and preparation of staff reports to the Board of Directors for water conservation measures, practices, policies and ordinances based on such information.
- Writes, analyzes and evaluates technical reports and publications and oversees in preparation of informational materials.
- Proactively develops workshops and educational events for consumer groups within the District.
- Develops and maintains effective working relationships with manufacturer representatives who are engaged in water conservation businesses.
- Represents District on water issues at committees, conferences and meetings.
- Establishes and maintains working relationships with other District departments on public information and educational programs to promote efficient use of water.
- Stays current with new trends and innovation in water conservation management methods and techniques, including regulatory and legislative issues.
- Manages the collection and analysis of the District's annual data related to implementing the Best Management Practices to the California Urban Water Conservation Council.
- Participates in the development and writing of the District's Urban Water Management Plan.

- Presents information concerning District water conservation programs to individuals, groups, professional associations and governmental agencies.
- Participates in the development and adoption of water use efficiency legislation, ordinances and practices.
- Evaluates district wide water conservations efforts and makes recommendations regarding implementation.
- Maintains, implements and updates Water Conservation Master Plans.
- Ensures the District adheres to regulatory requirements for water efficiency targets.
- Monitors and evaluates conservation programs for other water districts and modifies the District's program to maximize the efficiency of water resource planning efforts.
- Prepares and administers the department budget and oversees and approves payment requests for water conservation products, supplies and consultant services.
- Approves, prepares, reads and interprets landscape and irrigation plans and specifications.
- Evaluates and updates the District policies and ordinances relating to water conservation.
- Ensures the preparation and maintenance of clear and concise records, reports and correspondence.
- Negotiates and reviews contracts as required for consulting services and other related activities.
- Responds and resolves difficult and sensitive citizen inquiries and complaints.
- Ensures employee compliance with applicable safety rules and regulations.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Environmental and social implications of water resources management;
- Federal, state, county and District rules, regulations and policies governing water conservation and efficiency;
- principles, practices and techniques applied to the planning and management of water supply and water systems;
- designing, implementing and managing cost-effective water conservation programs and activities;
- principles, practices and methods of employee performance management and training techniques;
- principles and practices of employee relations and related employment and labor laws;
- principles, practices and techniques of effective leadership;
- applied mathematics and statistical techniques;
- scientific research and methodology in forecasting and analyzing water use;
- design, installation and maintenance of simple to complex irrigation systems;
- landscape design, installation and maintenance of water wise, California native plants and ornamental turf grasses;
- operations, services, policies and procedures and safety regulations of the District;
- proper spelling, grammar, punctuation and technical writing expertise;
- advanced Microsoft Office computer applications.

Ability to:

- Oversee and manage the Water Conservation department and the activities of staff, consultants and other assigned personnel;
- develop and manage program(s) that involve community and public participation;
- plan, organize, implement and evaluate conservation program operations/activities;

- design and coordinate staff training and work with employees to achieve maximum job performance, conduct performance evaluations and take corrective action;
- model, develop and foster a positive team environment at all times;
- develop, understand, interpret and communicate District policies, activities and objectives;
- represent the District on regional, state and national committees;
- effectively administer budget, personnel and administrative issues of the department;
- analyze problems, examine alternatives, project consequences of proposed actions and implement recommendations in support of District and department goals;
- establish and maintain effective working relationships with those contacted in the course of work and work with internal and external customers to effectively accomplish the objectives of the department;
- prepare clear, concise and effective oral and written presentations for boards and committees, public meetings, various public agencies and community groups;
- write and prepare technical reports, publications and graphs;
- facilitate and coordinate public meetings with representatives on a District-sanctioned committee;
- work on several assignments concurrently;
- ability to travel to off work site locations and meetings.

Training and Experience: 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:

- Graduation from an accredited college or university with a bachelor's degree in natural or physical science, landscape architecture, urban or regional planning, environmental engineering or closely related field with an emphasis on water resources related studies;

AND

- Seven years of increasingly responsible experience in overseeing implementation of various water conservation programs such as: performing water use consultations; conducting water usage investigations and analysis; developing and implementing water conservation programs with analysis on effectiveness; developing and monitoring budget; writing and presenting staff reports; facilitating meetings with community organizations, representatives of commercial and residential customers, water industry groups and other public/private agencies. Experience must include four years of direct or lead supervision of staff.

### **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."
- Willingness to work evenings and weekends when necessary.

### **LICENSES AND/OR CERTIFICATIONS**

- Possession of an Irrigation Association - Certified Landscape Irrigation Auditor's certificate, desirable.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waist, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance, stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: February 2005

Revised: August 2006, December 2007, April 2017, April 2019

Approved by: Human Resources Manager