



MARIN MUNICIPAL WATER DISTRICT

Water Conservation Specialist Supervisor

DEFINITION

Under general direction, this position is responsible for researching, developing planning, implementing, administering, and evaluating a wide range of water conservation programs and supervising staff in water conservation program activities for residential, industrial, commercial and institutional consumers. Performs a variety of tasks relative to assigned areas of responsibility, and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first supervisory level class of the Water Conservation Specialist classification series and is distinguished from the Water Conservation Specialist III in that Water Conservation Specialist Supervisor combines supervision and coordination of a specific work unit with individual responsibility for water management and conservation programs. The duties of the classification are divided between supervision and program management. Incumbents are expected to handle planning, assigning and scheduling of subordinate staff's workload, and prepare written performance evaluations. The Water Conservation Specialist Supervisor reports directly to the Water Conservation Manager.

EXAMPLES OF DUTIES

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

- Develops, plans and administers the District's water management and conservation programs;
- prepares complex analyses of conservation issues and water use problems in order to determine effectiveness of program and recommends solutions and/or changes to the program;
- applies specialized conservation concepts in developing proposals for improved water usage for residential, commercial, industrial and institutional consumers;
- supervises the implementation of goals and objectives; establishes schedules and methods for District water conservation programs, develops and establishes effective procedures and guidelines;
- prepares, analyzes and evaluates proposed water management costs, water consumption figures, and other statistical data and estimates water savings potential;
- evaluates and recommends water conservation technologies to support water conservation programs and initiatives;
- oversees interior and exterior water audits and assessments for a variety of uses;
- establishes performance requirements and development targets for assigned staff; provides coaching for performance improvement and development; evaluates work performance; takes necessary disciplinary actions to address performance deficiencies in accordance with employment policies and labor contract agreements;
- plans, supervises, integrates and monitors the work of assigned staff;
- answers questions and provides information to the public; investigates complaints and recommends corrective actions as necessary to resolve complaints; makes formal presentations to boards, committees, other agencies and consumers;

- interprets and applies policies regarding water use; meets with and answers consumers' inquiries and interprets District policy;
- provides leadership and works with program staff to create a high performance, service-oriented work environment that supports District's missions, organizational goals and service expectations;
- prepares clear and concise records, reports and correspondence; maintains and researches records and files;
- prepares presentations for water conservation workshops and seminars and represents the District in meetings with outside local and regional agencies;
- operates computer and a variety of equipment and tools;
- may assume a temporary acting assignment for manager;
- ensures that safe working conditions are maintained;
- performs related duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles, practices and techniques of water management and conservation;
- California Urban Conservation Council's Best Management Practices;
- principles and practices of landscape maintenance and irrigation systems;
- principles and practices of supervision, employee training and development, performance coaching, employee relations and related labor laws;
- current legislation relative to water conservation issues and state-of-the-art programs related to water use and conservation;
- principles, practices and techniques of program and project planning, evaluation and management;
- principles and practices of administration, including budgeting and records maintenance;
- business letter writing and report preparation including proper spelling, grammar, punctuation and technical writing expertise;
- computer software applications and technology related to water resources planning and modeling, word-processing and spreadsheets;
- District safety regulations.

Ability to:

- Organize, plan, implement and direct conservation program operations and activities;
- conduct complex and specialized water resource planning studies and analyses;
- utilize sophisticated computerized operations models to make planning projections;
- make mathematical calculations of complex difficulty;
- read and interpret plans and specifications to determine policy and ordinance compliance;
- understand, interpret and enforce policies and ordinances;
- prepare and maintain clear and concise records, reports and correspondence;
- analyze complex problems, examine alternatives and recommend solutions;
- establish and maintain effective working relationships with those contacted in the course of work;
- deal effectively and tactfully with consumers, major account representatives and officials;
- prepare and present written reports and oral presentations including technical material for non-technical audiences;
- follow applicable safety rules and regulations;
- drive a vehicle and travel to off-site locations depending upon job assignment; and
- depending upon job assignment, drive a vehicle.

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 or major coursework in physical or natural science, landscape architecture, horticulture or closely related field and five years experience in water conservation and landscaping, performing customer consultation, water usage investigation and analysis, and program implementation for residential and commercial customers with at least two years of experience leading, assigning or directing the work of others.
OR
- Graduation from an accredited college with an associate degree in physical or natural science, landscape architecture, horticulture or closely related field with seven years of experience in water conservation and landscaping performing customer consultation, water usage investigation and analysis, and program implementation for residential and commercial customers with at least two years of experience leading, assigning or directing the work of others.

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."

LICENSES AND/OR CERTIFICATIONS

- Possession of an Irrigation Association - Certified Landscape Irrigation Auditor's certificate desirable;
- Possession of an American Water Works Association-Water Conservation Practitioner certification desirable;
- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and a satisfactory driving record.

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 50 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: December 2007
Revised: October 2008
Approved by: Human Resources Manager
General Manager