



# Marin Municipal Water District

## **WATER CONSERVATION SPECIALIST III**

### **DEFINITION**

Under general supervision, this position conducts research, planning, development, implementation, administration and evaluation of a wide range of water conservation program activities for residential, industrial, commercial and institutional consumers. Performs a variety of other tasks relative to assigned areas of responsibility and does other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level classification in the Water Conservation Specialist series and is distinguished from the Water Conservation Specialist II by its lead responsibilities in the planning, development, implementation and administration of multiple projects and data. Public relations, written and oral skills are extremely important as this position has frequent contact with the community in situations that require technical expertise and effective communication. This position also requires the ability to work on several assignments simultaneously and meet multiple deadlines.

### **EXAMPLES OF DUTIES**

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

- Plans, develops, implements and administers the district's water conservation projects;
- Uses data and analysis to help make informed decisions and help streamline the most effective use of resources and efforts.
- 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;
- Conducts interior and exterior water audits by inspecting residential, industrial, commercial and institutional sites for indoor and outdoor water use practices and makes recommendations for improving water use efficiency;
- Confers with owners and/or their representatives to identify and discuss water conservation opportunities in landscape irrigation and commercial and industrial processes as assigned;
- Performs a variety of field work as assigned, including performing inspections, representing the district at outreach events, evaluating irrigation systems, and measuring landscaped areas;
- Studies and reviews various landscape, grading and irrigation plans for compliance with district ordinances;
- May train, oversee, and check the work of others;
- 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 consumer inquiries and interprets district policy;

- Works with program staff, and leads as appropriate, to create a high performance, service-oriented work environment that supports district's mission, organizational goals and service expectations;
- Prepares clear and concise records, technical 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;
- Confers with representatives of the landscape profession, other utility agencies, industry associations, and manufacturers and vendors of water devices as necessary to obtain and provide technical information; researches new developments and alternative options for water using fixtures, equipment and processes that have potential application to residential, industrial, commercial and institutional customers;
- Operates computer and a variety of equipment and tools;
- May assume a temporary acting assignment for supervising departmental staff;
- Ensures that safe working conditions are maintained; and
- Performs related duties and responsibilities as required.

### **QUALIFICATIONS FOR EMPLOYMENT**

#### Knowledge of:

- Principles, practices and techniques of water conservation;
- Principles and practices of landscape maintenance and irrigation systems;
- Principles and practices of techniques of data management and analysis.
- Current legislation relative to water conservation issues and state-of-the-art programs involving 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, administer and evaluate of a wide variety of water conservation program 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;
- Develop and maintain databases related to conservation and communications;

- 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.

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.

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.

OR

- Completion of twelfth grade or its equivalent; and nine years of increasingly responsible work in water conservation services that include the following elements: performing customer consultation, water usage investigation and analysis, and program implementation for residential and commercial customers.

### **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 is 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 California Department of Motor Vehicles and 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 waists, 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.

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.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

*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: March 2000

Revised: October 2008, April 2015, February 2018, August 2021

Approved by: Human Resources Manager