

City of Redwood City
Public Works Services Department
WATER CONSERVATION SPECIALIST

DEFINITION

Under General direction, provides leadership and oversees field operations in the Water Resources Management Program. Performs professional level duties in the City's residential, commercial, and large landscape water conservation programs, including developing programs to promote water conservation, conducting field audits and providing consultation on residential and landscape water conservation methods, responding to customer inquiries or complaints, gathering and analyzing data and preparing reports on water conservation issues.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are distinguished from that of a Public Works Services Manager in that the latter has overall programmatic responsibility for the water conservation program including the evaluation and supervision of staff. This class is distinguished from the class of Consumer Service Technician by its responsibility for program development, data analysis, and report writing, as well as conducting the more complex water audits.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a Public Works Services manager.

Responsibilities include functional and technical leadership and assisting in the performance evaluation of employees in the Water Resources Management Program.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

1. Assist in developing and implementing goals, objectives and priorities for the City's conservation program
2. Solicit, schedule, and conduct water audits of residential, commercial and industrial, and large landscape customers. Develop and manage major Water Conservation programs, such as the City's Large Landscape / Water Management program, as appropriate.
3. 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
4. Respond to customer inquiries or complaints and provide technical assistance regarding irrigation and landscape management or water use problems.
5. Provide technical expertise and advice on water conservation practices and develop public information materials for the water conservation program.

6. Use a personal computer to enter, maintain, and analyze data, and prepare reports and correspondence.
7. 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 programs.
8. Represent the City at professional or industry group meetings and remain current on new developments in the field of water conservation.
9. Support and guide the work of Consumer Service Technicians, and assist them with more technically difficult problems.
10. Establishes and maintains effective working relationships with fellow employees, members of the general public and representatives from other agencies.
11. Trains, monitors and assists in evaluation performance of Consumer Service Technicians, acts as a team leader in day to day operations; assists the manager regarding work load, employee performance and compliance with established policies and procedures.
12. Assist in preparing requisitions for necessary equipment, material and supplies, and preparing equipment specifications.
13. Assist management to prepare budget estimates and other requested reports.
14. May be required to work evenings and weekends

OTHER RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of water management and indoor and outdoor water conservation for commercial, institutional and residential applications.
2. Principles, practices and techniques of landscape and irrigation systems maintenance and design.
3. Water conserving plants, types of soils, turf grasses, and irrigation systems.
4. Landscape irrigation audits, evaluation of irrigation systems, developing efficient irrigation schedules for drip, bubbler, microspray and sprinkler systems.

5. Basic principles of plumbing and indoor water conservation devices use for residential, commercial, industrial and institutional water conservation.
6. Word-processing, spreadsheet and other computer applications related to water conservation applications.
7. Safe work practices.

Skill to:

1. Market, organize and conduct effective water conservation and landscape irrigation auditing programs.
2. Analyze water conservation data, evaluate alternatives and make practical independent decisions and recommendations.
3. Perform field measurements, calculations and sketches.
4. Read and interpret technical manuals, blueprints, diagrams and schematics.

Ability to:

1. Work independently, without close supervision, in the office and the field.
2. Read and interpret complex technically written materials, landscape and building plans.
3. Make mathematical calculations of complex difficulty.
4. Attend various community and civic meetings and / or functions and make presentations on behalf of the City.
5. Communicate effectively, both orally and in writing. Prepare clear and concise written reports and correspondence.
6. Use a variety of tools, devices, and equipment specific to water conservation activities.
7. Provide technical and functional support to other staff.
8. Establish and maintain effective working relationships with those contacted in the course of work.
9. Track and follow-up multiple contacts with customer sites – prioritize and reach closure.

EDUCATION AND EXPERIENCE:

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

Experience:

Two years of experience in a water conservation program, or in work involving landscape design, irrigation design, or industrial process water use.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public relations, environmental planning, horticulture, landscape architecture, or a related field.

Graduation from an accredited college with an associate degree in physical science, landscape architecture, horticulture or closely related field and two years experience performing water conservation activities.

or:

Completion of twelfth grade or its equivalent; and three years experience performing residential and/or commercial water conservation consultations and irrigation auditing, water usage investigation and analysis, and related water conservation activities.

License or Certificate:

Possession of a valid California driver's license, and satisfactory driving record.

Possession of Landscape Irrigation Auditor Certificate, or ability to obtain certificate within one year of employment.

Possession of an American Water Works Association Water Conservation Practitioner Grade 1 Certificate is desirable.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Must be able to work outside in varying climatic conditions, lift moderately heavy objects up to fifty pounds, perform manual labor required to install water conserving fixtures and set up conservation booths, and be in sufficient good health to perform job duties.