

# REPORT

To the Honorable Mayor and City Council  
From the City Manager

February 14, 2005

## Subject

Job description and salary range for Water Conservation Specialist classification.

## Recommendation

It is recommended that Council approve the job specifications and salary range for the Water Conservation Specialist classification.

## Background

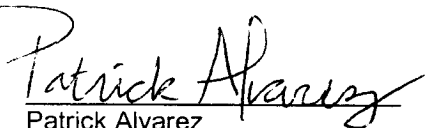
The City Council approved the Fiscal Year 2004/05 budget for the new Water Resources Management sub-program, for the purpose of implementing the City's Water Conservation Program at the "active" levels described in the 2003 Urban Water Management Plan, including additional and re-deployed staffing. The proposed new job description for Water Conservation Specialist will give the City a full-time professional who will be responsible for implementation of the landscape irrigation efficiency effort, which will build on the existing "Best Management Practice 5" conservation program offered to cities by the Bay Area Water Supply & Conservation Agency (BAWSCA). The new position will also provide technical support to other areas of the conservation program. After meeting and conferring with Service Workers International Union (SEIU), agreement was reached as to the content of the new job description and the corresponding salary range. The agreed upon salary range is \$5,001-\$6,080 per month (includes PERS bonus).

## Alternative

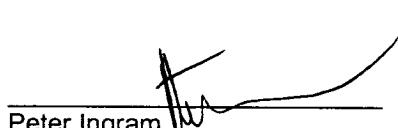
The alternative would be to continue using outside consultants under the regional BAWSCA program. However, doing so would not adequately fulfill the tasks and responsibilities that need to be performed to attain the Council's conservation goals.

## Fiscal Impact

The proposed annual salary cost is already funded in full in the approved sub-program budget for Fiscal Years 2004/05 and 2005/06, under the Water Enterprise Fund operations budget.



Patrick Alvarez  
Acting Human Resources Director



Peter Ingram  
Public Works Services Director



Ed Everett  
City Manager

## Attachments

Job Description, Salary Exhibit, and Resolutions

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING JOB SPECIFICATIONS FOR THE POSITION OF WATER CONSERVATION SPECIALIST POSITION**

**WHEREAS**, job specifications for the position of Water Conservation Specialist Position have been prepared by the Human Resources Department, and reviewed by the City Manager; and

**WHEREAS**, this Council has reviewed said specifications and desires to evidence approval thereof; and

**NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY, AS FOLLOWS:**

The job specifications for the position of Water Conservation Specialist Position are set forth in Exhibit "A" hereof, attached hereto and by this reference incorporated herein, are hereby approved. Any and all prior job specifications for said position are superseded by the specifications approved.

\* \* \*

# DRAFT

**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.

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Water Conservation Specialist

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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.

SALARY	DESCRIPTION.....	UNIT.....	STEP 1..	STEP 2..	STEP 3..	STEP 4..	STEP 5..
M805	WATER CONSERVATION SPECIALIST	MONTHLY	5001.00	5253.00	5514.00	5791.00	6080.00
		BIWEEKLY	2308.15	2424.46	2544.92	2672.77	2806.15
		HRLY RATE	28.85	30.31	31.81	33.41	35.08
M810	WATER QUALITY SPECIALIST	MONTHLY	5001.00	5253.00	5514.00	5791.00	6080.00
		BIWEEKLY	2308.15	2424.46	2544.92	2672.77	2806.15
		HRLY RATE	28.85	30.31	31.81	33.41	35.08

2 records listed.

INCLUDES PERS

6.3-B.7