

CITY OF REDWOOD CITY  
WATER RESOURCES SPECIALIST

**DEFINITION**

Under general direction, provides leadership and technical expertise in the operation of the Public Works Department's water resources section performing professional duties necessary to deliver safe reliable water to residential and commercial customers, including, execution of water conservation programs and measures, evaluating recycled water use and conducting inspections for existing and potential customers, execution of the City's Cross-Connection Control Ordinance and backflow device compliance, responding to customer inquiries and complaints related to consumption and electronic meter reading.

**DISTINGUISHING CHARACTERISTICS**

Positions in this classification are distinguished from the Lead Water Resources Technician by the ability to perform the most complex and skilled functions of the Water Resources section, including duties related to the Water Conservation, Recycled Water and Cross-Connection Control programs. This class is distinguished from that of a Utilities Field Supervisor in that the latter has overall programmatic responsibility over these programs, as well as collection of meter readings for utility billing. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by a Utilities Field Supervisor.

Responsibilities include functional and technical supervision of Water Resources Technicians while performing work in support of assigned program area.

**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 assigned program area.
2. Trains, monitors and assists the Water Resource Technicians with more technically challenging problems related to area of assignment.
3. Assists in preparing requisitions for necessary equipment, material and supplies, and preparing equipment specifications.
4. Reviews plans and specifications for compliance with City and regulatory agencies standards.
5. Responds to customer inquiries or complaints and provides technical assistance regarding irrigation systems, landscape management, and/or commercial and industrial recycled water use problems.

6. Prepares monthly and annual reports, and other reports that may be required by the Regional Water Quality Control Board, San Mateo County Health Public Health, the California State Water Resources Control Board, and other regulatory agencies.
7. Represents the City at professional or industry group meetings and remains current on new developments in the assigned field
8. Establishes and maintains effective working relationships with fellow employees, members of the general public and representatives from other agencies
9. Assist management to prepare budget estimates and other requested reports.
10. Performs related duties as assigned.

### **Additional Duties By Program Area:**

#### Recycled Water and Cross-Connection Control Specialist

11. Performs site inspections in support of the City's Cross-Connection Control Ordinance, and Recycled Water Use Ordinance.
12. Monitors or performs work associated with testing backflow devices and cross-connection testing and prevention, as required.
13. Performs Cross-Connection control surveys to evaluate necessary backflow prevention.
14. Performs customer outreach including notification, coordination and scheduling of new connections, cross-connection testing and resolves all customer complaints concerning the recycled system.
15. Oversees the construction of site retrofit plans and installation work and connection to the recycled water system; conducts site inspections and oversees coverage test.
16. Provides periodic inspections of recycled water use sites to ensure recycled water's safe and lawful use, and implements enforcement actions for violations of the City's Recycled Water Terms and Conditions.
17. Reviews plans and conducts inspections for construction of dual plumbed facilities in accordance with State and local guidelines.

#### Water Conservation Specialist

18. Hosts and/or attends public meetings and workshops and makes presentations to community groups. Plans, schedules and coordinates community workshops or events, and assists in marketing the City's water conservation, and recycled water programs.
19. 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.
20. 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
21. Provide technical expertise and advice on water conservation practices and develop public information materials for the water conservation program.
22. Evaluate non-revenue water loss measures and provide technical expertise and advice and develop practices to monitor and control water loss.

## **JOB RELATED QUALIFICATIONS:**

### **Knowledge of:**

Titles 17 and 22 of the California Code of Regulations, California Regional Water Quality Board San Francisco Bay Region General Water Reuse Order 96-011, and other regulations related to drinking water, recycled water and water conservation.

Methods, materials and techniques used for the following: cross-connection prevention and testing, site retrofit and connection to recycled water systems, and maintenance and repair of water meters.

Types of plumbing fixtures and plumbing components and equipment

Principles, practices and techniques of irrigation system's design, operation and maintenance.

Types of soils, turf grasses, landscape plants and plant health.

Word processing, spreadsheet, database, Power Point and other computer applications necessary to perform duties.

Safe work practices related to field and office work

### **Ability to:**

Analyze water consumption data, and make practical independent decisions and recommendations.

Perform site inspections, field measurements, calculations and sketches.

Read and interpret engineering documents including plans and specifications, technical manuals, blueprints, diagrams and schematics.

Provide excellent customer service to the public, other agencies, and other City employees.

Use computerized scheduling, database and maintenance tracking programs.

Make public presentations and teach others.

Work independently, without close supervision, in the office and the field.

Read and interpret complex technically written materials, landscape and building plans.

Communicate effectively, both orally and in writing. Prepare clear and concise written reports and correspondence.

Use a variety of tools, devices, and equipment specific to backflow and cross-connection testing and/or water conservation activities.

Establish and maintain effective working relationships with those contacted in the course of work.

Track and follow-up multiple contacts with customer sites – prioritize and reach closure.

Provide technical and functional support to other staff.

Operate a motor vehicle, a variety of tools and equipment, and standard office equipment.

**Experience and Education Guidelines:**

*Any combination of experience and training will qualify if it provides for the required knowledge and abilities.*

**Experience:**

Two years of experience with a combination in recycled water use monitoring, cross-connection control, water conservation or related program, meter reading software or AMI systems, or in work involving irrigation management and landscape maintenance, irrigation design, or industrial process water use.

**Education:**

Bachelor of Arts or Science degree, or equivalent, from an accredited college or university with major course work in business administration, public relations, environmental planning, horticulture, landscape architecture, or a related field; OR.

An Associate of Arts or Science degree, or equivalent, from an accredited college or university in physical science, landscape architecture, horticulture or closely related field and two additional years of experience performing water conservation or recycled water, water operations or treatment activities; OR

Completion of the 12<sup>th</sup> grade or its equivalent and three additional years of experience performing recycled water site management, water operations or treatment, regulatory compliance or landscape and irrigation systems management, and related recycled water or water conservation activities.

**Required Licenses or Certificates:**

- Possession of a valid California Driver's license and satisfactory driving record
- Possession of an AWWA Backflow Prevention Assembly Tester Certificate and tri-annual recertification
- Possession of a California State, Water Distribution Operator Grade-D2 Certificate is desirable.
- If assigned to Recycled Water/Cross-Connection program, possession of an AWWA Cross-Connection Specialist Certificate within 12 months of appointment.
- If assigned to Water Conservation, an AWWA Water Use Efficiency Practitioner Grade 1 Certificate within 12 months of appointment.

**Special Requirements:**

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment, as well as the ability to work outside in varying climatic conditions, ability to travel to various locations; sit, stand, stoop, kneel, or reach, and lift or move up to 50 lbs.

Effective Date: January 8, 2018

Bargaining Group: Service Employees' International Union – Local 521

Status: Classified / Non-exempt