



Classification Unit:	Management/Confidential/Professional
Last Revision:	October 2000

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## **WATER CONSERVATION PROGRAM MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, assists in the planning, organization, development, administration and implementation of all phases of Association Water Conservation Programs promoting the efficient use of water for landscape irrigation, residential, industrial, commercial and public agency customers of the Association member agencies; and will perform related work as assigned.

This position is a contract position with the San Benito County Water District, providing exclusive services to the Water Resources Association and will serve at the pleasure of the Association.

### **SUPERVISION EXERCISED**

May supervise a small staff of field and clerical employees.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

May include but not limited to the following:

- Participates in the development of water management and conservation programs;
- Administers and implements water management and conservation programs;
- Participates in developing and establishing effective procedures and guidelines.
- Participates in researching external funding opportunities, preparing grant and loan applications, administering grants and loans, and implementing externally funded programs;
- Analyses and evaluates water management and conservation programs, program costs, water consumption figures and patterns, and other statistical data and estimates water savings and/or demand reductions;
- Conducts interior and exterior water audits for a variety of water customer classes;
- Meets with and responds to customer inquiries and interrupts agency policy
- Trains, oversees, check and evaluates the work of subordinates.
- Provides liaison with the member agencies on public information and educational programs to promote the efficient use of water and to eliminate waste; conducts workshops, seminars, and other group interaction on water conservation for a wide variety of customer groups, including residential, industrial, commercial, landscape irrigation, and public agency groups.
- Assists in the preparation of water conservation budget and recommendations for equipment purchases and special appropriations.

- Ensures employee compliance with applicable safety rules and regulations.
- Prepares a variety of written material relating to water conservation, including but not limited to brochures, press releases, bill inserts, flyers and staff reports.
- Coordinates the promulgation and enforcement of member agency codes dealing with the regulation and prohibition of water use.
- Gathers, analyses and interprets data information related to water use. Writes technical reports, publications and proposed regulations and ordinances.

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**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**TYPICAL PHYSICAL ACTIVITIES**

Travels occasionally by automobile, bus, train or airplane in conducting Association business

Communicates orally with co-workers, public officials, agency representatives, private business representatives and public in face-to-face, one-on-one and group settings.

Use office equipment such as desktop computers, telephone, fax machine and copies.

Sit at a desk or workstation for extended time periods; intermittently twists to reach materials and equipment adjacent to desk or workstation.

Lifts or carries weight of ten (10) pounds or less.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS.**

**Knowledge of:**

- ◆ Principles and practices of small business including marketing.
- ◆ Basic principles of mathematical calculations.
- ◆ Techniques for dealing with customers in person and by telephone
- ◆ Standard office equipment and procedures including desktop computers.
- ◆ Organization and analysis of data and information.
- ◆ Proper spelling grammar, punctuation and writing.

**Skills to:**

- ◆ Locate, compile appropriate data, information, and material.
- ◆ Coordinate and conduct several projects concurrently.
- ◆ Mathematically perform statistical analyses and prepare and control budgets.

**Ability to:**

- ◆ Acquire and maintain a working knowledge of:
  - Principles, practices and techniques of water management and conservation
  - Principles and practices of landscape and landscape irrigation systems
  - Water system and landscape irrigation plans and specifications

- Basic principles of plumbing and water saving fixtures and devices including water meters. California Water Code and related laws.
- ◆ Speak persuasively to make effective presentations to customers, community groups and the public
- ◆ Establish and maintain effective and harmonious working relationships with customers, community groups, with fellow employees, other agencies and the general public.
- ◆ Make accurate mathematical calculations of moderate difficulty.
- ◆ Prepare and maintain clear and concise records, reports and correspondence.
- ◆ Analysis complex problems, examine alternatives and recommend solutions.
- ◆ Understand, interpret and communicate member agency policies, activities and objectives.
- ◆ Plan, organize, supervise, and evaluate the work of others.
- ◆ Interpret, apply and explain laws, regulations, standards, policies and procedures.

### **Experience Training and Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualified. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Three (3) years of increasingly responsible work experience in business, office or public service environment, direct utility conservation experience desirable.

#### **Training:**

Completion of the twelfth grade or its equivalent; completion of community college and college course work desirable.

#### **License of Certification:**

Possession of, or ability to obtain an appropriate California driver's license and driving record, satisfactory to the Association.

Certification as a Water Conservation Practitioner desirable or must be obtained within two (2) years from date of hire.

Approved: October 2000

/s/ John Gregg  
District Manager