



**MAY 2016**  
**FLSA: NON-EXEMPT**

## **WATER CONSERVATION SPECIALIST I & II**

### **DEFINITION**

Under general supervision, conducts water audits; conducts community outreach and distributes water saving devices and educational materials; assists with water conservation public relation efforts, including setting up and staffing information booths and educational exhibits; enforces the City's water conservation regulations; provides instruction on residential, commercial and industrial water audit methods, including structures and landscaping; reviews and evaluates landscape plans and projects; inspects landscaping and provides consultation on water conservation to consumers; coordinates the development of water conservation workshops; provides administrative and clerical support, including compiling and maintaining program data; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Works and Planning Directors.

### **CLASS CHARACTERISTICS**

The individual(s) in this class serves as the City's representative to the community in the implementation of its water conservation program and is in frequent contact with the community in situations that require technical expertise, effective communication and public relations skills.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

### **When performing the Specialist I assignment:**

- Performs indoor residential water audits by conducting field inspections and tests, including those for leaky toilets and sinks; calculates flow rates of showers and faucets, toilet dams, and instructs customers on other ways to save water in and around the home.
- Performs field inspections and measurements at customer locations; reviews water use records and calculates annual water consumption by site.
- Answers the phone, sends out educational materials, processes forms, keeps simple records, files and records statistics of work activities; performs data entry work using a computer.
- Schedules and conducts business staff trainings on water conservation.
- Maintains Facebook and other social media efforts.
- Prepares and/or arranges for translation of outreach materials.
- Responds to rebate inquiries and processes rebate applications.
- Tracks "Cash for Grass" and toilet rebate applications.
- Performs miscellaneous job-related duties as assigned.

**When performing the Specialist II assignment:**

- Conducts outdoor audits including testing and analyzing commercial and residential landscaping systems, pointing out deficiencies in sprinkler placement and developing a watering schedule for the customer; teaches customers how to read their own water meter and recommends installation of water saving plumbing fixtures.
- Trains staff in and conducts water audits, inspects landscapes and irrigation systems, and conducts pre and post “Cash for Grass” and toilet replacement inspections.
- Performs residential, municipal, and commercial water audits.
- Works with the Water Department to identify and eliminate unaccounted for water usage to the extent practical.

**When performing all assignments:**

- Meets with customers in person at their home and/or place of business; answers their inquiries and provides general information and advice on water conservation measures and practices.
- Serves as the City’s representative at community meetings to promote water conservation techniques.
- Develops presentations related to water conservation issues and delivers them at public events and school functions.
- Gives oral reports on work performed and prepares simple written reports, upon request.
- Conducts outreach at community events/activities and distributes water conservation materials for residents and businesses.

**QUALIFICATIONS**

**Knowledge of:**

- Methods, materials, tools and equipment used in water system operation and maintenance.
- Principles and practices of landscape management methods for residential, commercial, and institutional applications.
- Principles of water conservation strategies and programs.
- Pertinent water conservation rules, regulations, and policies.
- Fundamentals of irrigation systems, pumps, valves, and controllers.
- Methods and techniques for making formal and informal public presentations
- Fundamentals of water meters, weather stations, and transponders and other related equipment.
- Computer programs and software including word processing, spreadsheets, and database applications.

**Ability to:**

- Apply basic principles and practices of gardening, irrigation systems, and plumbing.
- Understand, interpret and apply City policies to field situations.
- Analyze water conservation problems, identify alternatives and recommend solutions.
- Apply good judgment to difficult or unusual situations.
- Maintain a high level of responsibility and strong work ethic.
- Basic use of Microsoft Windows, Word, and Excel; Windows and Mac operating systems.
- Work effectively with direct supervision.
- Communicate clearly and concisely. Oral and written fluency in *English* and *Spanish* preferred.
- Follow verbal and written instructions.
- Maintain positive working relationships with those contacted in the course of work.

**Education and Experience:**

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

**Specialist I:**

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and one (1) year of work experience either (1) in water conservation, landscaping, water systems, plumbing or a related field, or (2) in field or office work involving public outreach or frequent customer contact.

**Specialist II:**

Equivalent to graduation from an accredited four (4) year college or university with major coursework in Natural Resources, Conservation, Sustainability or related field, and two (2) years of work experience in both (1) water conservation, landscaping, water systems, plumbing or a related field, and (2) field or office work involving public outreach or frequent customer contact.

**Licenses and Certifications:**

- Must possess a California driver's license and have a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

*The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*