



**Position:** Water Use Efficiency Coordinator

**Reports to:** Finance Manager

**Definition:** Under general direction, develops and implements various water conservation programs and activities; performs residential, commercial and landscape water audits; assists with District's recycled water program; coordinates and organizes public education and outreach programs; writes articles for media, website and newsletter; provides data analysis; assist customer service staff as needed; and, performs other related duties.

**Supervision:** Reports to the Finance Manager, may be asked to act in a lead role for specific projects, may supervise temporary staff.

**Typical Duties:**

Water Use Efficiency - Duties may include, but are not limited to, the following: Plan, manage and coordinate water conservation programs and projects; act as a resource to public and staff in the area of water use efficiency; develop and implement programs and materials promoting efficient water use. Participate in the development of water conservation budget; administer consultant contracts and grant programs. Explain and apply local, state and federal regulations related to water conservation, water recycling, green building practices, climate change planning, and related subjects. Participate in water supply planning and integrated water planning. Perform residential water surveys; inspection of plumbing fixtures, appliances, landscape characteristics and irrigation equipment.

Public Outreach – Duties may include, but are not limited to, the following: Prepare written correspondence; make presentations to Board of Directors, committees, commissions, and community groups. Manage District's website and other social media pages. Coordinate and implement a variety of informational, educational, and outreach communications activities to community members, other agencies and District staff. Assist in managing District's media relations, including writing news releases, articles, social media posts, and coordinating media events. Plan and coordinate school education programs;

Customer Service – Duties may include, but are not limited to, the following: Collect and analyze information related to District water supply and customer demand; maintain relevant records and prepare reports. Process water conservation rebate applications; schedule inspections to verify installation; respond to reported water waste complaints; assist in patrolling water service area to enforce water conservation ordinances. Provide backup to customer service staff as needed.

**Minimum Qualifications:**

**Knowledge:** Water conservation and irrigation practices and principles; web based media; methods of preparing and distributing informational materials; basic research methodology and techniques; common computer software and hardware such as Microsoft Office Suite; principles and practices of written communications and business writing; techniques for providing a high level of customer service and principles and practices of project and program development.

**Abilities:** Prepare concise reports and make clear presentations; coordinate, direct, and conduct programs; develop and implement procedures for assigned areas of responsibility; explain and apply applicable policies, procedures, laws, codes and regulations; analyze problems, identify alternatives and recommend solutions; act as a technical advisor to managers and staff; communicate clearly, both orally and in writing; work independently, without close supervision in the office or field; establish and maintain effective working relationships; perform duties in accordance with appropriate safety practices and regulations.

**Education and Experience:** Any combination of education and experience that has produced the necessary knowledge, skills and abilities may be qualifying. A typical way of obtaining the required qualifications would be:

**Experience:** Three or more years of experience in water conservation, utility customer service, environmental protection or a closely related field.

**Education:** Bachelor's degree in environmental sciences, hydrology, landscape architecture, or a related area of study. Training in landscape and residential water audits is desirable.

**License or Certification:** Must possess and maintain a valid California Driver's License and a safe driving record.

**Desirable Qualifications:** Possession of a Water Conservation Practitioner Certificate issued by the California-Nevada (CA-NV) Section of the American Water Works Association

**Other Requirements:** Willingness and ability to work outside and to work a flexible schedule, including occasional evenings and weekends. Must take part in all safety and training programs for staff, must have sufficient eyesight to read standard text on paper and computer screen, must have acute hearing, must be able and willing to lift, drag and push files and records weighing up to 25 pounds.

Revised: July 2014