

WATER CONSERVATION SUPERVISOR

DEFINITION

Under direction, plans, coordinates, assigns, participates in, directs and supervises water conservation program operations, and supervises the day-to-day work activities of water conservation staff.

SUPERVISION RECEIVED/ EXERCISED

Receives supervision from a Manager or designee. Exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Water Conservation Supervisor is a full first-line supervisory class. The incumbent provides general supervision, and is responsible for the total range of operational water conservation program activities. Water Conservation Supervisor is distinguished from Water System Manager in that incumbents of the latter plan, coordinate and direct the overall operation and maintenance activities of City water system programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include but are not limited to the following)

Plans, coordinates, assigns, participates in, directs and supervises water conservation program operations, and the day-to-day work activities of water conservation staff.

Schedules, assigns and evaluates water conservation staff; supervises and provides training to staff; ensures adherence to policies, procedures, rules, regulations, work methods and water conservation practices.

Assists in administering the Urban Water Management Plan to maintain water quality and quantity; assists in developing strategies addressing the water system, underground water supply, conservation and recharge.

Plans and executes water conservation programs and measures designed to conserve water, prepare for and withstand drought conditions, meet grant requirements, and participates in program goals and objectives.

Ensures timely response and investigation of all public inquiries; prompt correction of faulty conditions; provides general assistance and direction.

Coordinates water conservation program activities with other City divisions, departments and public agencies; serves as division representative and spokesperson for matters concerning the City's water conservation program.

Develops, plans, executes and presents water conservation awareness programs,

educational and public information materials; encourages and fosters community interest in water conservation; and, assists with the development of water system educational awareness.

Participates in public relations and advertisements related to water conservation; and, prepares press releases and responds to media inquiries.

Evaluates effectiveness of water conservation activities; collects, compiles and analyzes data; recommends modification of state legislation, local ordinances, policies, and procedures; researches and prepares technical reports.

Prepares funding applications for grants and proposals; administers water conservation contracts; oversees pilot and grant programs related to the water conservation.

Routinely records and reports work activities within targeted geographical areas; develops recommendations for purchasing appropriate equipment and materials; estimates materials and equipment needs; maintains records of work time, material usage, and work performed; develops recommendations for staffing modifications and improvements to water conservation operations.

Prepares or directs the preparation of necessary reports, logs, memoranda, correspondence and other data.

Participates in goal setting, budgeting, strategic planning and organizational development for the division; may identify barriers to goal achievement and recommend solutions.

Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Environmental issues and concerns related to water systems and conservation.

Materials, methods, practices and equipment (e.g., sprinkling and irrigation devices) used for water efficient landscapes, water systems and water conservation activities.

Safety practices applicable to water conservation operations.

Water system and conservation goals, objectives, functions and measures.

Statistical methods, research techniques and applications, and contract and grant administration principles.

Contemporary management practices.

Marketing and public education principles.

Public administration practices.

Ability to:

Plan, coordinate, assign and direct the work of assigned staff.

Supervise, train and evaluate assigned staff.

Establish and maintain effective working relationships at all organizational levels, including the public.

Interpret, analyze and enforce local, state and federal statutes, codes, rules and regulations governing water systems and conservation.

Organize and coordinate the activities of community water conservation groups through program planning and implementation.

Establish and maintain effective record keeping systems, and prepare a variety of comprehensive administrative and technical documents and reports.

Communicate effectively orally and in writing.

Use computer technology proficiently.

Skill to:

Speak publically and prepare informational presentations.

Think critically and analytically.

Operate a motor vehicle safely.

MINIMUM QUALIFICATIONS

Sixty (60) semester units from an accredited college or university including fifteen (15) units in water conservation, public/business administration, public health, engineering, water supply, hydraulics, hydrology, horticulture, mathematics, or environmental science;

AND

Two (2) years of progressively responsible full-time work experience in water conservation operations or in the operation and maintenance of water systems, which includes or is supplemented by one (1) year of full-time progressively responsible lead experience including assigning, reviewing and coordinating work of subordinate staff.

Additional qualifying full-time work experience may be substituted for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS

Possession and continued maintenance of a valid California Driver's License through entire term of employment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 2/7/2019

AG:JC:TDM:7/16/03
Revised: JTC: SCM:bn 2/6/2019