

WATER CONSERVATION REPRESENTATIVE

DEFINITION

Under supervision, performs office and field work related to enforcement of federal, state, and local water regulations, conducts water surveys, assists in the implementation of various water conservation and rebate programs, and participates in public outreach activities.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Water Conservation Supervisor. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

A Water Conservation Representative provides customer service, problem solving and investigative skills to promote water conservation. The incumbent works proactively with the public to prevent water waste through water usage surveys, investigations, enforcement of federal, state, and local regulations and public outreach activities. Incumbents may be assigned to work any eight (8) hour shift and may be required to work holidays and weekends.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Enforces water conservation regulations in accordance with the Fresno Municipal Code and other federal, state, and local water regulations, advisories, and requirements; issues verbal warnings and written notices of violations; and completes required reports on enforcement activities.

Conducts field inspections/investigations regarding water waste complaints, water usage practices, and irrigation problems; provides recommended solutions.

Assists with residential, multi-family and commercial site water usage surveys and reports to determine areas of water savings improvement.

Assists with water conservation rebate programs in accordance with state and local guidelines and regulations.

Answers a variety wide variety of questions from the public regarding water conservation, codes and compliance; provides relevant resource information.

Responds to inquiries, processes forms, keeps simple records, files and statistics of work activities; performs data entry using a computer.

Attends community functions and events and participates in water conservation outreach programs; setting up of tables, tents and other promotional resources.

Researches, compiles, and assembles a variety of data.

Develops reports, presentations, correspondence, informational brochures, flyers, and educational and promotional materials regarding water conservation.

Participates in media interviews and ads related to water conservation.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The geography of the city of Fresno.

Water Conservation Program goals, objectives, and functions.

Methods and techniques for making formal and informal public presentations.

Basic inventory management principles.

Basic recordkeeping and research techniques.

Skill to:

Operate office equipment, a computer, and a variety of word processing and software applications.

Safely operate a motor vehicle.

Ability to:

Read, understand, and interpret regulations, ordinances, laws, departmental policies, rules, and instructions related to water conservation and related programs.

Analyze, identify, report and investigate problems, provide alternatives and recommend solutions.

