City of Fresno 610001

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/EXCERCISED

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.

Water Conservation Representative Page 2

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.

Water Conservation Representative Page 3

Compile and monitor a variety of data; prepare and maintain routine logs and records.

Learn applicable federal, state, and local laws, codes, ordinances, rules, and regulations as they apply to water conservation.

Communicate effectively in oral and written form.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

MINIMUM QUALIFICATIONS

Possession of a high school diploma or GED equivalent completion;

AND

One (1) year of paid experience which included substantial public contact and the application of codes and standards.

Special Requirement(s):

The ability to speak, read, and write a designated foreign language may be required when community needs dictate.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED:	Signature on File	DATE:	12/01/16
Director of Personnel Services			

JKK/LCD/djs/02/24/93 31001.spec6

Revised: SCM: KGP: wgm: lg 10/04/16