



## Water Conservation Program Coordinator

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### **Summary**

Manage and monitor the City's Water Conservation Program, analyze water use patterns and identify effective conservation measures. Prepare information, make presentations, and implement incentive programs and regulations which promote the efficient use of water.

### **Class Characteristics**

General direction is provided by the Water Resources and Conservation Engineering Manager; responsibilities may include the direct or indirect supervision of support staff.

### **Essential Duties, Skills, and Demands of the Position**

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Revise the Water Conservation program as new technologies and program elements are identified.

Assure ongoing management of program components such as the California Irrigation Management Information System (CIMIS) weather stations, ultra low flush toilets and other water-saving devices, water-conserving landscaping and irrigation techniques, rebate measures, recycled water uses, commercial/industrial/institutional/residential water use surveys, water pricing, ongoing public awareness campaign and consumer education; investigate and develop methods to reduce City's flow to the wastewater treatment plant. Gather, analyze and interpret data related to water supply and use to determine cost effective program options.

Coordinate the water conservation program efforts of various City departments and volunteer groups; represent the City in dealing with water conservation issues before the City Council, Chamber of Commerce, apartment house owners, state and local regulators, and a wide range of community groups; represent the City on the California Urban Water Conservation Council.

Present workshops and short training programs on conservation topics; develop strategies and time schedule for implementing program components.

Operate water conservation computer programs, spreadsheets and databases.

Develop activities for observance of State Water Awareness Month.

Write technical reports and proposed regulations and ordinances to control the use of water.

Write and administer grants for water conservation projects

Update Petaluma's Urban Water Management and Urban Water Shortage Contingency Plans.

Manage contracts for services and oversee procurement of conservation materials.

Track, implement, and maintain compliance of Best Management Practices (BMP). Request other options for conservation goals when BMP is not cost effective or compliance is jeopardized.

Conduct water audits; may install or provide advice in installing water-saving devices; coordinate with other agencies in the planning and implementation of regional conservation programs.

Identify high-volume users, help them to set up a water auditing program, and monitor and evaluate results; create press releases, newsletters, flyers and other information resources on water conservation.

Perform related duties as assigned.

Skills/Abilities:

Analyze data on water consumption and identify measures that target inefficient use

Use computer forecasting and water planning tools; conduct water audits.

Make effective, professional presentations to a wide variety of audiences, such as community groups, schools, businesses and public commissions.

Write and create technical publications, reports, grants, training curricula, graphs, brochures and other materials to inform and persuade the public about conservation related topics.

Develop and administer programs that involve community participation.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee operates a motor vehicle to transport materials and perform job duties. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

**Qualifications**

Knowledge of:

Principles and practices of water conservation, planning and management, including use analysis and forecasting; techniques and equipment used in irrigation and water distribution.

Operation of various water-saving devices; xeriscape practices, water-conserving landscaping, irrigation practices, and drought-tolerant planting.

Laws and regulatory codes applicable to water supply and demand management.

Methods of creating and managing public information programs.

Administrative principles and methods, including supervision, project planning and program management; the State of California Urban Water Management Planning Act, Water Conservation in Landscaping Act, and California Urban Water Conservation Council's Best Management Practices for urban conservation; principles and practices of effective supervision and staff development; grant writing and administration; budget preparation and monitoring.

Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain the knowledge and abilities would be:*

Education:

A Bachelors degree with major work in environmental engineering, environmental studies, landscaping, water supply, or closely related field.

Experience:

Three years of experience in water conservation, preferably in water utility, this includes the preparation, implementation, and coordination of water conservation programs.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Desirable:

Certification from American Water Works Association as a Water Conservation Practitioner.

Licensing from the Irrigation Association as a Water Auditor.

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Department: Water Resources and Conservation

FLSA Status: Non-exempt