



## Water Use Efficiency Supervisor

Class Code:  
465

### DEFINITION

Under general direction from the Water Supply and Planning Manager, this position is responsible for development, updates to, and oversight of the District's Water Efficiency Master Plan which includes the following tasks: plans, researches, designs, implements, and administers the District's water use efficiency programs, coordinating efforts with other public and private agencies; plans, assigns, supervises, and evaluates the work and performance of assigned staff; develops and executes program marketing plans; selects consultants and administers contracts; prepares the annual budget request for the program, estimating staffing, equipment, and supply needs and controls unit expenditures after budget adoption; makes presentations to community and other groups; prepares technical reports and program evaluations; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

**Water Use Efficiency Supervisor** is a first level supervisory classification. Under general direction, within a framework of established policies and procedures, incumbents perform a full range of highly complex field and office supervisory tasks. This class performs the most complex supervisory work involving the planning, design, implementation, marketing, administration, and evaluation of District water use efficiency programs. Assignments are given in general terms and subject to periodic review usually upon completion. There is significant latitude for discretion and independent judgment in the selection of work methods to achieve established goals.

This classification is distinguished from the Water Supply and Planning Manager which is a mid-manager classification responsible for the direction and coordination of water supply and resources planning efforts.

### TYPICAL DUTIES

#### **TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Researches, evaluates, and designs new water use efficiency programs; develops and implements program work plans; prepares reports and analyses on program operations and effectiveness; responsible for oversight of program data management activities including tracking databases; identifies partnerships and grant opportunities to implement a cost-effective program.
- Participates in selection interviews and hiring of new staff; assigns and reviews work, approves time off for payroll purposes, and prepares employee performance evaluations; interprets District policies and procedures to employees; administers day-to-day aspects of labor agreements with employee organizations.
- Monitors and participates in the development of water use efficiency legislation, ordinances, and practices that impact the District; oversees the preparation of reports to state and federal agencies pertaining to water use efficiency programs, goal achievements, and regulatory compliance with water efficiency targets.

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- Prepares the annual budget request for the work unit; estimates staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption and approves requisitions for purchases of materials or supplies.
- Develops and executes program-marketing plans and oversees the review, development, and dissemination of program literature and outreach materials.
- Coordinates program administration and provides water use efficiency and conservation expertise and perspective with member agency committees and private, local, and state agencies; monitors and evaluates developments in water use efficiency and conservation technologies and techniques.
- Prepares and leads a variety of reports and analyses on program operations and effectiveness; presents related reports to the General Manager and Board of Directors for water conservation measures, policies, and ordinances; monitors and adjusts reports related to water use efficiency programs to ensure efficiency.
- Oversees staff responsible for planning and coordinating special events, workshops, presenting to community and other groups, and professional seminars.
- Participates in water resources planning initiatives.
- Prepares requests for proposals, selects consultants, and administers contracts.
- Oversees the development and implementation of the District's Water Efficiency Master Plan.
- Oversees implementation of the District's Water Shortage Contingency Plan water use reduction actions during a drought.
- Maintains awareness of new developments in the field of water use efficiency and conservation; incorporates new developments as appropriate into the design of existing and new programs.
- Performs other related work as required.
- Maintains awareness of new developments in the field of water conservation; incorporates new developments as appropriate into the design of existing and new programs.
- Performs other related work as required.

## **REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

### **Education and Experience:**

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Possession of a Baccalaureate degree from an accredited college or university with a major in accounting, finance, business administration, public administration, communications, political science, environmental engineering, natural or physical science, landscape architecture, urban or regional planning, or a related field related; and four (4) years of journey-level experience administering and implementing water use efficiency and/or related programs, including includes one (1) year of lead experience OR completion of the District's Leadership Skills Training Program. Supervisory experience desired.

If not previously completed, completion of the District's Leadership Skills Training Program is required upon hire.

### **Knowledge, Skills, and Abilities:**

Knowledge of: water use efficiency and conservation technologies and practices; modern principles and practices of effective employee supervision and personnel management; budget administration; principles and applications of public relations and outreach techniques; principles and practices of contract administration; public speaking and presentation methods; principles of report preparation and statistical analysis; pertinent federal, state, and local laws, ordinances, rules, and regulations; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan, research, design, implement, and effectively administer and evaluate all aspects of water use efficiency programs; coordinate efforts with other public and private agencies; work independently and exercise sound judgment within established guidelines; plan, assign, supervise, and evaluate the work of subordinate staff; develop and execute program-marketing plans; apply principles and practices of contract administration; interpret and apply pertinent federal, state, and local codes, laws, and regulations; develop, interpret, and apply policies and procedures; identify and interpret technical and numerical information; prepare clear and concise written reports, including technical material for non-technical audiences; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Additional Requirements:**

- Must possess a valid driver's license and have a satisfactory driving record.

### **Working Conditions/Physical Requirements:**

The essential duties of this classification are performed in both a controlled-temperature office and field environment and requires the ability to: sit at a desk for extended periods of time in front of a computer screen; use a telephone, computer and other standard office equipment on a daily basis; intermittently twist to reach equipment or supplies surrounding desk; use feet and hands to safely and effectively operate a vehicle to travel from site to site; repeatedly get in and out of a vehicle; stand and walk for extended periods of time; clearly see to perform assignments; hear and speak to make presentations and communicate with the public; and to frequently lift and/or carry items weighing up to 20 pounds and occasionally up to 55 pounds.

Revised: 08/14, 02/21

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Approved: \_\_\_\_\_  
Human Resources/Risk Manager