



Water Use Efficiency Specialist I/II

Class Code:
406,407

DEFINITION

Under general supervision (Water Use Efficiency Specialist I) or direction (Water Use Efficiency Specialist II) of the Water Use Efficiency Supervisor, provides administrative and technical assistance to the development, administration, and evaluation of District water use efficiency programs; proposes, develops, and disseminates program information and outreach materials; prepares technical reports, analyses, and program evaluations; make presentations to community and other groups; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Water Use Efficiency Specialist I is the entry-level in the Water Use Efficiency Specialist series. Under close to general supervision, within a framework of established policies and procedures, incumbents perform a variety of technical and administrative tasks of limited difficulty. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion by the Water Use Efficiency Supervisor. There is limited latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the experienced, journey-level Water Use Efficiency Specialist II class by the routine nature and limited complexity of work assignments and the level of supervision received. The Water Use Efficiency Specialist I and II classifications are flexibly staffed. Upon recommendation of the immediate supervisor and approval by the department manager, incumbents in this class may advance to the Water Use Efficiency Specialist II classification after two (2) years at the first level and with demonstrated proficiency to meet the job requirements of the Water Use Efficiency Specialist II classification.

Water Use Efficiency Specialist II is the experienced, journey-level class in the Water Use Efficiency Specialist series. Under direction, within a framework of established policies and procedures, incumbents are fully competent to perform the full range of technical and administrative tasks. Assignments are given in general terms and are subject to periodic review while in progress and upon completion by the Water Use Efficiency Supervisor. There is significant latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the entry-level Water Use Efficiency Specialist I class by the increased complexity of work assignments, the increased level of independence with which assignments are performed and the decreased level of supervision received. This class is further distinguished from the Water Use Efficiency Supervisor classification in that the latter classification is a supervisory class responsible for the planning, organization and management of the District's water use efficiency programs.

TYPICAL DUTIES

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

- Administers the day-to-day aspects of the District's water use efficiency programs; monitors and evaluates program activities; produces technical reports and analyses of findings and recommendations on program operations and effectiveness.

- Reviews, proposes, develops, and disseminates program literature and outreach materials.
- Provides research and analytical support for Water Resources Planning initiatives.
- Provides water use efficiency customer service and support to customers and District partners
- Plans, coordinates, and staffs special events, workshops, and professional seminars; makes presentations to community and other groups.
- Assists with the preparation of requests for proposals and the administration of consultant contracts.
- Provides support for the District level initiatives that impact water use efficiency programming.
- Provides guidance and functional direction to the work of seasonal or lesser-experienced staff.
- Provides support for the development and implementation of the Water Use Efficiency Master Plan.
- Provides water use efficiency program updates to Board Committee as necessary; prepares committee presentations, minutes, staff reports and related information.
- 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:

Possession of a Baccalaureate degree from an accredited college or university with a major in public administration, landscape design, engineering, environmental studies, public relations or a related field; and

Water Use Efficiency Specialist I: No professional work experience is required.

Water Use Efficiency Specialist II: Two (2) years of full-time increasingly responsible experience administering and implementing water use efficiency and/or related programs.

Knowledge, Skills, and Abilities:

Knowledge of: water use efficiency and conservation technologies and practices; principles and applications of public relations and outreach techniques; pertinent federal, state, and local laws, ordinances, rules, and regulations; principles and practices of contract administration; techniques for preparing and disseminating information and outreach materials; public speaking and

presentation methods; principles of report preparation and statistical analysis; correct English usage including spelling, grammar, vocabulary, and punctuation; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: assist with the research, design, development, implementation, and development of water use efficiency programs; assist with the development and execution of program-marketing plans; apply principles and practices of contract administration; interpret and apply pertinent federal, state, and local codes, laws, and regulations; identify and interpret technical and numerical information; prepare and disseminate information and outreach materials; prepare technical reports, brochures, graphs, and other materials; coordinate a variety of assignments with varied deadlines; 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 require 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 frequently lift and/or carry items weighing up to 20 pounds and occasionally up to 55 pounds.

Revised: 08/14, 02/21

Approved: _____
Human Resources/Risk Manager