CITY OF REDLANDS

WATER CONSERVATION COORDINATOR

DEFINITION

To assist in the development, administration and evaluation of the City’s water conservation programs, including new program development, collection and distribution of program information, preparation of reports and program evaluations and coordination of activities; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION EXERCISED

Receives general supervision from assigned supervisory or management personnel.

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Research, evaluate and design new water conservation programs; develop and implement program work plans; prepare reports and analyses on program operations and evaluation.

Develop and execute program-marketing plans, including reviewing, proposing and developing program literature and outreach materials.

Coordinate program administration with local and State agencies; monitor and evaluate developments in water conservation technologies and techniques.

Plan, coordinate and staff special events, workshops and professional seminars; speak to community and other groups.

Prepare requests for proposals and administer consultant contracts.

Prepare, submit and administer grant applications and contracts.

Maintain awareness of new developments in the field of water conservation; incorporate new developments as appropriate into programs.

Solicit, schedule and conduct water audits of residential, commercial and industrial, and large turf customers. Develop and manage major water conservation programs.

Make recommendations for improving water use or irrigation efficiency at sites visited, and assists in promoting good water management practices.
EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Gather and analyze data and make written reports to site owners and managers outlining suggestions for water system use improvement.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Water conservation technologies and practices.

English usage, spelling, grammar and punctuation.

Principles and applications of public relations.

Skill to:

Operate modern office equipment, including computer equipment.

Operate a motor vehicle safely.

Ability to:

Learn methods of preparing and disseminating information and outreach materials.

Learn principles and practices of contract administration.

Learn and apply pertinent Federal, State and local codes, laws and regulations.

Learn to administer all aspects of water conservation programs.

Learn to observe and problem solve City policies and procedures.

Learn to coordinate programs effectively with public and private agencies.

Identify and interpret technical and numerical information.
Ability to:

Prepare technical reports, brochures, graphs and other materials.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

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

**Experience:**

One year of experience in administering and implementing water conservation programs.

**Training:**

An Associates degree, or equivalent college units, with major course work in public administration, environmental studies, public relations or a related field.

**License or Certificate:**

Possession of, or ability to obtain within one year, Water Conservation Practitioner certification from the American Water Works Association.

Possession of an appropriate, valid California driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** September, 2002

**Job title change:** September, 2006