

CITY OF FOLSOM

WATER MANAGEMENT COORDINATOR

DEFINITION

Under direction, assist in the planning, development, administration, promotion, and implementation of the City's water conservation program; ensure regional and statewide conservation goals are met; track and report program activity to regulatory agencies, keeping records, tracking budgetary expenditures and public outreach and field activities. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Water Management Coordinator is the lead level in the administration of the City's comprehensive water management program involving implementation of best management practices to avoid water waste and encourage water management and independent completion of specialized assignments. It differs from the Water Management Specialist by the coordination of program objectives and full implementation for the City's water conservation program. This class is distinguished from related supervisory classifications in that the latter serve as the full supervisor of incumbents in the lower levels of the series.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Interpret and implement formal agreements with the US Bureau of Reclamation, the Water Forum, the Regional Water Authority, and other similar agencies and develop and implement the City's water management program to meet water conservation best management practices.
- File necessary reports to verify compliance with all regulations surrounding water conservation and management.
- Coordinate program activities with the Regional Water Authority and various state agencies to promote related resource conservation issues.
- Inspect water users for illegal connections, broken water lines, water waste from sprinkler irrigation, and other water abuses.
- Review water waste calls and ensure timely follow-up.
- Prepare and/or review inspection and compliance reports.
- Oversee special city conservation projects that may be long or short-term in nature, involving the coordination of youth group involvement, presentations, etc.
- Responsible for the overseeing of the City's conservation program and ensure strict adherence to guidelines.
- Plan, oversee, and coordinate work performed by lower level personnel.
- Coordinate water conservation practices with water division of the City.

- Review and/or prepare reports and make recommendations for water conservation practices and procedures.
- Direct conservation specialists in implementation of seasonal patrolling and public information program.
- Coordinate field activities and meter reading with conservation staff to react to water waste issues.
- Assist in notification of water shut downs, emergency or otherwise; assist in set-up and routing of quarterly 48 hour notices for billing department.
- Prepare and conduct public education programs and seminars given to community groups, homeowners, and professional organizations and/or school outreach programs.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- Outdoor irrigation systems and soil-plant-water relationships.
- Interior residential plumbing devices and practices relevant to water conservation.
- Water conservation ordinances and water conservation best management practices.
- Basic principles and practices of managing, planning, and scheduling work.
- Federal, state, and local regulations regarding water conservation and related subject matter.
- Common word processing, spreadsheets, and database software packages.

Ability to:

- Evaluate irrigation systems and generate reports with recommendations.
- Plan and organize routine and long-range activities to meet program goals.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively communicate verbally and in writing.
- Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference, and volume.
- Apply concepts of basic algebra and geometry.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

Minimum Qualifications:

Education:

A bachelor's degree in business or public administration, public relations, or a closely related field from an accredited college or university.

Experience:

Two (2) years of full-time, progressively responsible experience planning and managing a water conservation program or public relations program.

Substitution:

Additional qualifying experience can substitute for the required education on a year-for-year basis.

License, Certificate, Registration Requirements:

At the option of the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits, designated licenses, certificates or specialized education and training relevant to the area of assignment. Additional requirements may include, but are not limited to the following:

- Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Must be certified as a landscape irrigation auditor within one (1) year of hire.
- Ability to obtain an American Water Works Association (AWWA) Water Conservation Practitioner within one (1) year of hire.

Physical Requirements:

Work is performed in a typical office environment and with occasional work outside in various types of weather. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional walking, standing, bending, stooping/kneeling. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise; occasional exposure to outdoor environment and environmental substances.

Other Requirements:

Must be willing to work weekends and holidays.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: