CITY OF FOLSOM

WATER MANAGEMENT SPECIALIST

DEFINITION

Under general supervision, assist in the promotion and implementation of the City's water conservation program; assist with water audits; investigate complaints regarding water waste; and perform a variety of tasks related to water management and conservation.

DISTINGUISHING CHARACTERISTICS

The Water Management Specialist is a fully trained classification working under direction of the Water Management Coordinator. It is distinguished from the Water Management Coordinator in that the latter is responsible for assisting in the planning, development, administration, promotion, and implementation of the City's water conservation program and for ensuring regional and statewide conservation goals are met.

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.

- Perform water surveys for homeowners and commercial sites, checking irrigation systems, and providing advice and materials for interior conservation.
- Respond to water waste complaints from concerned citizens.
- Visit the site of a complaint and provide educational measures to gain compliance with the water conservation ordinance.
- Provide information to residents and commercial water users on proper use and conservation of water.
- Maintain personal contact with the City's water customers on correcting leaks and give advice on updating their irrigation systems.
- Research water conservation materials and technology using a variety of resources, such as the Internet, information from manufacturers and suppliers, and trade journals and magazines.
- Distribute pamphlets on conservation and notify the public of special events and services available.
- Assist with public education programs and seminars given to community groups, homeowners, and professional organizations and/or school outreach programs.
- Keep a detailed log of complaints, contacts made with customers, and the outcome of those contacts.
- Promote public awareness of water conservation.
- Report and make recommendations for water conservation procedures and practices.
- 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.
- Common word processing, spreadsheets, and database software packages.

Ability to:

- Organize, set priorities, and exercise sound judgment within established guidelines.
- Exercise tact and diplomacy in dealing with sensitive customer issues and situations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Compute rates, ratios, and percentages and draw and interpret bar graphs.
- Deal with problems involving several variables in standardized situations.
- Read, interpret, and apply documents such as safety rules, operating and maintenance instructions, procedure manuals, and maps.
- Speak effectively before groups of customers or employees of the organization.
- Operate a computer and use basic business software.
- Write routine reports and correspondence.
- Effectively communicate verbally and in writing.

Minimum Qualifications:

Experience:

One (1) year of full-time experience involving considerable public contact providing information in a field environment.

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.
- Ability to obtain an American Water Works Association (AWWA) Water Conservation Practitioner within one (1) year of hire.

Desirable Qualifications:
Certification in Landscape Irrigation Auditing desirable.

Physical Requirements:
Work is performed in a typical office environment and with frequent work outside in various types of weather. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional walking, standing, climbing, and bending. (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: