

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: WATER CONSERVATION SPECIALIST

DEPARTMENT: UTILITIES

BASIC FUNCTION:

Under general supervision, to perform varied water conservation duties including developing, implementing, and monitoring specific water conservation programs; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The Water Conservation Specialist is responsible for conducting water audits for commercial and residential customers and for providing services to businesses and the public relative to the promotion of city's conservation programs.

KEY RESPONSIBILITIES:

Perform indoor and outdoor water use audits for commercial, industrial, institutional, agricultural and residential users.

Analyze water audit results and make recommendations on behavioral and/or mechanical changes in order to achieve water savings and water use efficiency.

Provide information to customers, answer questions by telephone, correspondence or in person.

Monitor availability of efficient and approved water saving devices and conservation materials.

Research and analyze trends in water conservation measures and programs.

Perform and supervise the installation of water saving devices.

Attend promotional events as needed and distribute informational material.

Serve as troubleshooter for customers with unusual water usage reading by analyzing past usage trends, testing the water meter, etc.

Enforce city policies by contacting those customers who are in violation of any established water ordinance or policy and offering corrective measures.

Operate a computer to maintain a database of water audit customers and to offer computerized landscape advice to customers.

Analyze Automatic Meter Reading reports and graphs pertaining to customer usage. Advise customers of required and/or suggested corrective measures.

Perform water pressure checks for customers and make recommendations.

Perform other related duties as assigned.

REPORTING RELATIONSHIPS:

This position reports to the Meter & Customer Services Supervisor.

QUALIFICATIONS:

Knowledge of:

- Methods, techniques, tools and equipment used in water distribution, operations and maintenance work.
- City and CMWD ordinances and policies as they relate to conservation programs.
- Current principals and methods of indoor and outdoor water audits for commercial, industrial, and residential customers.
- Current water conservation programs and materials.
- Applicable Federal and State codes and regulations.
- Personal computers and appropriate applications.
- American Water Works Association (AWWA) standards as they relate to water distribution systems.

Ability to:

- Perform commercial and residential water audits.
- Prepare and maintain a variety of accurate written and computerized records and reports.
- Identify and implement effective courses of action to complete assigned work.
- Identify effective water conservation programs.
- Establish and maintain effective working relationships with those contacted in the course of work, both within the city and with the public.
- Understand and carry out oral and written instructions.
- Operate personal computers and related programs.
- Operate a vehicle, observing legal and defensible driving practices.
- Deal effectively and professionally with the public, both in person and on the phone.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way of gaining the required knowledge and abilities outlined above is:

One year experience in the water or related industry including specialized training in the performance of irrigation and residential water audits.

SPECIAL REQUIREMENTS:

Possession of a valid California Driver's License (Class C). Willingness to work overtime hours. Obtain State of California Department of Health Services Water Distribution Operator Grade D1 certificate and a Water Use Efficiency Practitioner Grade 2 certificate within the first two years of employment.

PHYSICAL REQUIREMENTS AND ENVIRONMENT:

This position requires:

- Extended periods of standing and walking on a variety of terrains to perform water audits.
- Visual acuity to efficiently read and test electronic water meters.
- Willingness to work outdoors and through inclement weather as necessary.

DATE APPROVED: June 21, 2011