

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Water Use Efficiency Technician

DEFINITION

Under general supervision performs technical duties related to conducting indoor and outdoor water use efficiency surveys; oversees customer rebate programs; conducts public outreach/education activities regarding District water efficiency programs; and investigates complaints of water waste.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of duties as assigned including conducting comprehensive audits of indoor and outdoor customer water usage and preparing reports related to mandated Best Management Practices (BMP) requirements. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Meter Services Supervisor.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Solicits and responds to customer requests for water efficiency surveys/water use audits; schedules and conducts surveys/audits and inspections at point of use, including private residences, commercial, and agricultural locations; researches and reviews customer water use records and calculates annual water consumption.

Prepares recommendations for improving irrigation efficiency and scheduling at customer site locations; and assists in promoting Best Management Practices (BMP) related to efficient water usage.

Measures and records field soil moisture readings related to the District's Irrigation Management Service (IMS) program for commercial agricultural-metered irrigation customers.

Gathers and analyzes data and makes written reports to site owners and/or property managers, providing suggestions for more efficient water use methods; responds to customer inquiries or complaints; and provides technical assistance regarding irrigation or water use problems.

Attends and makes presentations at fairs, workshops, or other community events to promote water use efficiency; provides information and education related to water conservation methods; and develops public information materials relative to various District water conservation programs.

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Reviews customer water efficiency rebate requests for compliance with program requirements; processes and approves rebate payments for replacement of high water use toilets, washing machines, and related equipment.

Investigates complaints regarding water waste; enforces District rules and regulations and recommends fines as appropriate.

Researches grant programs related to District water use efficiency programs and reviews District eligibility; prepares draft proposals and assists in technical administration of awarded grants.

Prepares a variety of reports and studies including those related to mandated BMP monitoring and tracking requirements; prepares and maintains statistical records related to customer water usage.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Practices and methods of conducting water efficiency surveys and audits. Irrigation scheduling related to providing most efficient and cost effective use of water resources. Basic plumbing and irrigation systems. Methods and techniques of making formal and informal public information and educational presentations. Pertinent District rules and regulations and department policies and procedures related to efficient water use. Technical report writing and statistical record compilation. Mathematics sufficient to conduct accurate efficiency surveys and audits. Business correspondence and English usage, spelling, punctuation, and grammar. Use of personal computers and word processing, spreadsheet, and database applications.

Skill/Ability to:

Perform technical duties related to conducting indoor and outdoor water efficiency surveys and related educational water conservation activities. Use a variety of hand tools and water use and monitoring measuring gauges and devices. Make mathematical calculations of moderate difficulty. Prepare routine business correspondence. Record and maintain statistics and prepare routine reports. Understand, interpret and apply District policies and procedures. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Intermittently, review documents related to department operations; observe, identify and problem solve operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff. On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

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Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible technical survey and audit experience related to effective water use and irrigation methods.

Education:

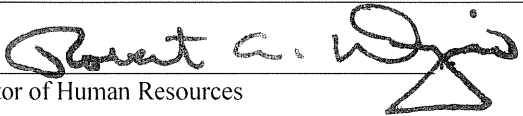
Equivalent to an Associate's degree from an accredited college with major course work in water conservation, irrigation system design and maintenance or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of Landscape Irrigation Auditor Certificate.

	<u>5/26/10</u>
Director of Human Resources	Date
Established: 08/18/2009	
Revised: 05/26/2010	
FLSA: Non-Exempt	
Unit: Non-Safety	