

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Senior Water Use Efficiency Technician

DEFINITION

Under direction performs a combination of technical and professional duties in the implementation and administration of a variety of water use efficiency programs including urban water use efficiency, agricultural irrigation management: recommends and implements water use efficiency policies; Conducts indoor and outdoor water use efficiency surveys; oversees customer rebate programs; conducts public outreach/education activities regarding District water efficiency programs; investigates complaints of water waste; conducts specific and comprehensive analysis of assigned program areas; and plans and implements related projects and programs. May provide technical and functional supervision over assigned staff; and provides administrative support to assigned supervisor or manager.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of duties as assigned including implementing and administering assigned program areas and conducting significant contact and interaction with the public, District customers, and local, regional, State, and Federal groups and agencies; and conducting comprehensive audits of indoor and outdoor customer water usage, 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 direction from an assigned supervisor or manager. May exercise technical and functional supervision over assigned technical and administrative support personnel.

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.*

Performs technical and professional duties in the development, implementation, and administration of a variety of District water resources programs, including water use efficiency, and irrigation management; plans, administers, and coordinates special projects and programs as assigned.

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.

CLASS TITLE: Senior Water Use Efficiency Technician

Assists in formulating program policy, goals and procedures; collects and compiles data to support recommendations; develops and recommends new program elements and modifications to meet goals and objectives.

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.

Monitors and coordinates activities related to carrying out assigned program responsibilities; performs analysis of program operation and maintains related records and statistics.

Coordinates, implements, and monitors special projects within assigned program responsibility; performs detailed and specific research, and analysis of new programs, services, policies, and procedures; prepares related reports and presentations.

Coordinates, prepares, and conducts public and customer outreach activities; prepares informational materials including brochures and articles regarding areas of program assignment; schedules, facilitates, and participates in outreach events and public meetings.

Coordinates with District departments and divisions and local, State and Federal agencies regarding areas of program assignment; serves as liaison with the public, community, and private organizations, and represents the District on committees and outside organizations.

Investigates complaints regarding water waste; ensures compliance with rules and regulations related to assigned program areas; performs technical field inspections, enforces District rules and regulations and recommends fines and assessments as necessary.

Responds to requests for information or complaints from the public and District customers regarding water resource programs; researches complaints and requests for information and responds to issues and resolves issues.

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.

Oversees water efficiency/conservation materials and maintains related inventory. Provide training as required; functional lead over temporary personnel assigned to water efficiency activities.

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.

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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. Knowledge of radiation safety practices related to District's IMS Program. Basic plumbing and irrigation systems. Methods and techniques of data collection, research, report preparation, statistical and program analysis. Methods and techniques of making formal and informal public information and educational presentations. Pertinent local, State, and Federal laws, ordinances, and rules. 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. Personal computer use including word processing, spreadsheet, and database applications. Principles and practices of technical and functional supervision and training.

Skill/Ability to:

Perform professional and technical duties in the implementation and administration of assigned water efficiency programs. Evaluate and develop procedures and policies. 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. Provide input into water efficiency program budget. Make mathematical calculations of moderate difficulty. Analyze, interpret, and apply laws, rules and regulations. Provide technical and functional supervision over assigned staff and effectively train staff. 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. Prepare routine business correspondence. Record and maintain statistics and prepare routine and technical reports. Understand, interpret and apply District policies and procedures. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 40 pounds or less.

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:

Three years of responsible technical and professional survey and audit experience related to effective water use and irrigation methods, as well as water conservation program experience.

Education:

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

CLASS TITLE: Senior Water Use Efficiency Technician

SPECIAL QUALIFICATIONS

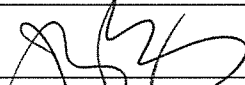
License and Certificate:

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 a Certified Landscape Irrigation Auditor Certificate issued by the Irrigation Association.

Certified for Radiation Safety and Use of Nuclear Gauges as prescribed by the USDA.

Possession of, or ability to obtain, a Water Conservation Practitioner Grade 2 Certificate issued by the American Water Works Association (AWWA) upon completion of probationary period.

 _____ Human Resources Manager	<u>11/28/2014</u> Date
Established: 11/14/2014 Revised: FLSA: Non-Exempt Unit: Safety	