



Water Conservation Supervisor I/II

Class Code:
465

DEFINITION

Under direction from the Special Assistant to the General Manager, plans, researches, designs, implements and administers the District's water conservation programs, coordinating efforts with other public and private agencies; plans, assigns, supervises and evaluates the work and performance of assigned staff; develops and executes program marketing plans; selects consultants and administers contracts; prepares the annual budget request for the program, estimating staffing, equipment and supply needs and controls unit expenditures after budget adoption; makes presentations to community and other groups; prepares technical reports and program evaluations; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Water Conservation Supervisor is a single position staff specialist and first-level supervisor classification. Under limited direction within a framework of established policies and procedures, the incumbent performs a full range of routine to complex duties related to the planning, design, implementation, promotion, administration and evaluation of District water conservation programs and plans, directs and supervises assigned staff engaged in the administrative and technical support of the water conservation programs. Assignments are given in general terms and subject to review upon completion. There is significant latitude for discretion and independent judgment in the selection of work methods to achieve established goals.

This classification is distinguished from the Special Assistant to the General Manager which is an executive staff level supervisor with overall responsibility for the management of special projects assigned by the General Manager and for directing and coordinating the efforts of this classification and other staff engaged in demand management, water conservation, long and short-term water resources planning and public education and outreach programs.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Researches, evaluates and designs new water conservation programs; develops and implements program work plans; prepares reports and analyses on program operations and effectiveness.
- Participates in selection interviews and hiring of new staff; assigns and reviews work, approves time off for payroll purposes and prepares employee performance evaluations; interprets District policies and procedures to employees; administers day-to-day aspects of labor agreements with employee organizations.
- Prepares the annual budget request for the work unit; estimates staffing, equipment and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption and approves requisitions for purchases of materials or supplies.
- Develops and executes program-marketing plans and oversees the review, development and dissemination of program literature and outreach materials.

Water Conservation Supervisor

- Coordinates program administration with local and state agencies; monitors and evaluates developments in water conservation technologies and techniques.
- Prepares a variety of reports and analyses on program operations and effectiveness.
- Plans and coordinates special events, workshops and professional seminars; makes presentations to community and other groups.
- Prepares requests for proposals, selects consultants and administers contracts.
- Maintains awareness of new developments in the field of water conservation; incorporates new developments as appropriate into the design of existing and new programs.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with a major in accounting, finance or business administration; and

Water Conservation Supervisor I: Four (4) years of full time experience administering and implementing water conservation and/or related programs with at least two (2) years in a lead capacity directing the work of others.

Successful completion of the District's Pre-Supervisory Training Program may be substituted for the two (2) years in a lead capacity directing the work of others.

Water Conservation Supervisor II: Two (2) years of full-time experience as a Water Conservation Supervisor I with the District or its equivalent.

Knowledge, Skills and Abilities:

Knowledge of: water conservation technologies and practices; modern principles and practices of effective employee supervision and personnel management; budget administration; principles and applications of public relations and outreach techniques; principles and practices of contract administration; public speaking and presentation methods; principles of report preparation and statistical analysis; pertinent local, State, and Federal laws, ordinances, rules and regulations; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action.

Skill and Ability to: plan, research, design, implement and effectively administer and evaluate all aspects of water conservation programs, coordinate efforts with other public and private agencies; work independently and exercise sound judgment within established guidelines; plan, assign, supervise and evaluate the work of subordinate staff; develop and execute program-marketing plans; apply principles and practices of contract administration; interpret and apply

Water Conservation Supervisor

pertinent federal, state, and local codes, laws, and regulations; develop, interpret and apply policies and procedures; identify and interpret technical and numerical information; prepare clear and concise written reports, including technical material for non-technical audiences; effectively operate a computer and other standard office equipment; communicate clearly and concisely both orally and in writing; coordinate a variety of assignments with varied deadlines; establish and maintain effective working relationships with those contacted in the course of work; and perform essential duties of the job without causing harm to self or others.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.

Working Conditions/Physical Requirements:

The essential duties of this classification are performed in both a controlled-temperature office and field environment and requires the ability to: sit at a desk for extended periods of time in front of a computer screen; use a telephone, computer and other standard office equipment on a daily basis; intermittently twist to reach equipment or supplies surrounding desk; use feet and hands to safely and effectively operate a vehicle to travel from site to site; repeatedly get in and out of a vehicle; stand and walk for extended periods of time; clearly see to perform assignments; hear and speak to make presentations and communicate with the public; and to frequently lift and/or carry items weighing up to 20 pounds and occasionally up to 55 pounds.

Revised: 08/14

Approved: 
Human Resources/Risk Manager

