

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **WATER RESOURCE PLANNER**

GRADE LEVEL: M6

SUPERVISOR TITLE: Water Use Efficiency and Grants Manager

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general direction, plans, organizes, and implements the District's water use efficiency programs to promote the efficient use of the District's water supply.

CLASS CHARACTERISTICS

This position is responsible for assisting in the development of projects, which are components of the District's Water Use Efficiency Program, and ensuring their implementation. Areas of program responsibility include coordinating District activities related to both supply- and demand-side water conservation, assisting in development and implementation of conservation-related policies and procedures, promotion of appropriate regulations and ordinances, and assisting in the development of planning documents. Duties include evaluating the effectiveness of programs, developing complex and technical documents related to water use efficiency, assisting in securing external funding sources such as grants, participating in conservation outreach activities, and interacting with District customers as necessary. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

-  Gathers and analyzes water use data by customer sector for assisting in the development of measures designed to encourage the public in the efficient use of water and to conserve the District's water supply
-  Develops strategy and time schedule for implementation of water conservation measures and coordinates their implementation
-  Provides liaison with other District departments to implement conservation measures

- ✎ Evaluates water conservation measures and communicates them to promote customer acceptance
- ✎ Develop and recommend innovative programs and practices for efficient water use.
- ✎ Leverages multiple data sources from internal and external sources for conducting advanced analysis for determining water use trends and other relevant conclusions for assistance in developing recommendations on enhanced practices, procedures, and programs for efficient water use.
- ✎ Develops information resources on water conservation
- ✎ Assists In the preparation of brochures; coordinates contact with customers, community groups, Industry, and other agencies
- ✎ Conducts workshops, seminars, and other group interactions on water conservation for customers and public agencies
- ✎ Represents the District on water conservation issues at committees conferences, and meetings organized by professional and industrial associations, community groups, and other agencies
- ✎ Researches and prepares complex technical and administrative reports and recommendations on water use efficiency topics and presents to senior management and/or the Board of Directors
- ✎ Assists in the development of water planning documents such as the Water Shortage Contingency Plan and the Urban and Agricultural Water Management Plans
- ✎ Researches and promotes enforcement of relevant regulations and ordinances
- ✎ Assists in the securing outside funding such as grant funding and participates in associated reporting and invoicing tasks
- ✎ Performs other related work as required

QUALIFICATIONS

Knowledge of:

- ✎ Water Use Efficiency Best Management Practices
- ✎ Applied mathematics and statistical techniques
- ✎ Basic water utility operation and maintenance
- ✎ Principles and practices of Project Coordination
- ✎ Current California water policies, politics and issues, pertinent federal and state laws and regulations
- ✎ Computer applications including Word, Excel, PowerPoint, etc.
- ✎ Principles and practices of policy development and implementation

Ability to:

-  Plan, organize, and implement complex and specialized water use efficiency measures
-  Organize and analyze technical data and information related to water conservation and distribution
-  Write and prepare technical publications, reports, brochures, graphs, and other written materials for public consumption
-  Develop and administer programs that involve community or public participation
-  Speak persuasively to various audiences
-  Understand and implement laws, regulations, policies and procedures
-  Communicate effectively, both verbally and in writing
-  Maintain detailed and accurate records
-  Prepare clear and concise written reports including technical material for non-technical audiences
-  Maintain effective Working relationships with District staff, community groups, industry leaders, and government officials

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Three (3) to five (5) years of full-time professional experience related to implementation of water use efficiency measures including advanced data analysis and program implementation.

Training: Possession of a Bachelor's degree from an accredited college or university with a major in business administration, public administration, communications, education, engineering or a related field

License and Certificates:

-  Valid California Driver's License, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Communicate verbally with District management, co-workers and the public in face-to-face, one-on-one and group settings
- ✎ Regularly use a telephone for communication
- ✎ Use office equipment such as a personal computer, copier and fax machine
- ✎ Sit for extended time periods
- ✎ Hearing and vision within normal ranges
- ✎ Sit for extended periods of time
- ✎ Carry, push, reach and lift up to 20 lbs. routinely
- ✎ Reach at above shoulder heights (5%); at shoulder height (5%); below shoulder height (90%)
- ✎ Occasionally stoop, kneel or crouch
- ✎ Regular attendance
- ✎ Work in a temperature controlled office environment with moderate noise.
- ✎ Occasional travel by automobile conducting District business

OTHER REQUIREMENTS

This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act (FLSA). The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date