

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **CONSERVATION WATER USE EFFICIENCY ANALYST
SENIOR CONSERVATION WATER USE EFFICIENCY
ANALYST**

GRADE LEVEL: E16 / E18

SUPERVISOR TITLE: Senior Water Resources Planner

FLSA STATUS: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA

DEFINITION

Under general direction, provides leadership and oversees field operations in the Water Resources Management Program. Perform professional level duties on the District's residential, commercial, agricultural and large landscape water conservation programs. This includes developing programs to promote water conservation, conducting field audits and providing consultation on residential and landscape water conservation methods, responding to customer inquiries or complaints, gathering and analyzing data and preparing reports on water conservation issues. Ability to perform a variety of technical and administrative duties as assigned

CLASS CHARACTERISTICS

















Conservation Water Use Efficiency Analyst

This is a professional journey level classification. Positions assigned to this level perform a range of analytical work in support of a department or District wide program under general supervision. Employees at this level receive only occasional instruction when applying best practices study approach and analytical techniques in order to make recommendations based on study conclusions and results. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

Senior Conservation Water Use Efficiency Analyst

This is a senior level classification. Positions assigned to this level are fully competent to independently perform analytical work in support of a department or District wide program. While exercising independent judgment, applying best practices study approach and analytical techniques in order to make sound recommendations based on study conclusions and results. The incumbent will be expected to communicate effectively, verbally and in writing. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

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

-  Assist in developing and implementing goals, objectives and priorities for the District's efficiency conservation program
-  Solicit, schedule and conduct water audits of residential, commercial and industrial and large landscape customers
-  Develop and manage major water conservation programs, such as the District's large landscape water management program, as appropriate
-  Make site visits, gather and analyze data and make written reports to site owners and managers making recommendations for improving water use or irrigation efficiency
-  Respond to customer inquiries or complaints and provide technical assistance regarding irrigation and landscape management or water use problems
-  Provide technical expertise and advice on water conservation practices and develop public information materials for the water conservation program
-  Use a personal computer to enter, maintain and analyze data and prepare reports and correspondence
-  Host and/or attend public meetings and workshops and make presentations
-  Maintain and analyzes customer water consumption information; reports on current and projected water supply and demand and related issues
-  Work with various state, regional and local agencies, committees and working groups
-  Write grant applications and manages grant programs including monitoring expenditures; evaluating the need for changes in budgetary allocations and cost-analysis
-  Perform work requiring sound independent judgment, accuracy and set priority of assignments
-  Conduct a variety of special projects and studies
-  Communicate effectively, both verbally and in writing
-  Prepare clear and concise written reports and correspondence
-  Perform other related duties as assigned

QUALIFICATIONS

Conservation/Water Use Efficiency Analyst

Knowledge of:

- ✎ Principles, practices and techniques of water management and indoor and outdoor water conservation for commercial, institutional and residential applications
- ✎ Principles, practices and techniques of landscape and irrigation systems maintenance and design
- ✎ Water conserving plants, types of soils, turf grasses and irrigation systems
- ✎ Landscape irrigation audits, evaluation of irrigation systems, developing efficient irrigation schedules for drip, bubbler, micro spray and sprinkler systems
- ✎ Basic principles of plumbing and indoor water conservation devices used for residential, commercial, industrial and institutional water conservation
- ✎ Knowledge of California Urban Water Conservation Council program and reporting requirements
- ✎ Word, excel, power point, access and other computer applications related to water conservation applications

Ability to:

- ✎ Market, organize and conduct effective water conservation and landscape irrigation auditing programs
- ✎ Analyze water conservation data, evaluate alternatives and make practical independent decisions and recommendations
- ✎ Perform field measurements, calculations and sketches
- ✎ Read and interpret technical manuals, blueprints, diagrams and schematics
- ✎ Read and interpret complex technically written materials, landscape and building plans
- ✎ Attend various community and civic meetings and/or functions and make presentations
- ✎ Use a variety of tools, devices and equipment specific to water conservation activities
- ✎ Represent the District in a professional manner to the public and outside agencies
- ✎ Establish and maintain effective working relationships with internal departments, external organizations and the public



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: Two (2) years of experience in a water conservation program, or work involving landscape design, irrigation design or industrial process water use

Training: Graduation from an accredited college with an associate's degree in physical science, landscape architecture, horticulture or closely related field and two (2) years' experience performing water conservation activities. Completion of 12th grade or its equivalent; and three (3) years' experience performing residential and/or commercial water conservation consultations and irrigation auditing, water usage investigation and analysis, and related water conservation activities








License and Certificates:

-  California Class C Driver's License, required
-  Certification as a Landscape Irrigation Auditor, desirable or ability to obtain within one year of employment

In addition to the qualifications for a **Conservation/Water Use Efficiency Analyst:**

Senior Conservation/Water Use Efficiency Analyst

Knowledge of:

-  Principles, practices and techniques of water management and indoor and outdoor water conservation for commercial, institutional and residential applications
-  Principles, practices and techniques of landscape and irrigation systems maintenance and design
-  Water conserving plants, types of soils, turf grasses and irrigation systems
-  Landscape irrigation audits, evaluation of irrigation systems, developing efficient irrigation schedules for drip, bubbler, micro spray and sprinkler systems
-  Basic principles of plumbing and indoor water conservation devices used for residential, commercial, industrial and institutional water conservation
-  Knowledge of California Urban Water Conservation Council program and reporting requirements
-  Knowledge of water conservation legislation and regulatory process

- ✎ Word, excel, power point, access, and other computer applications related to water conservation applications

Ability to:

- ✎ Market, organize and conduct effective water conservation and landscape irrigation auditing programs
- ✎ Ability to provide technical input and analysis on emerging legislation or regulatory policy pertaining to water use efficiency/conservation
- ✎ Analyze water conservation data, evaluate alternatives and make practical independent decisions and recommendations
- ✎ Perform field measurements, calculations and sketches
- ✎ Read and interpret technical manuals, blueprints, diagrams and schematics
- ✎ Read and interpret complex technically written materials, landscape and building plans
- ✎ Make mathematical calculations of complex difficulty
- ✎ Attend various community and civic meetings and/or functions and make presentations
- ✎ Communicate effectively, both verbally and in writing. Prepare clear and concise written reports and correspondence
- ✎ Represent the District in a professional manner to the public and outside agencies

Experience: Five (5) or more years of experience in a water conservation program, or in work involving landscape design, irrigation design or industrial process water use

Training: Equivalent to a bachelor's degree from an accredited college or university with major course work in business administration, public relations environmental planning, horticulture, landscape architecture or a related field

License and Certificates:

- ✎ California class C driver's license, required
- ✎ Certification as a landscape irrigation auditor, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

- ✎ Frequently use office equipment such as a computer, copier and FAX machine

- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction.
- ✎ 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 non-exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. 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