



Town of Oro Valley Classification Description

Title: **WATER CONSERVATION SPECIALIST** Department: Water Utility
Job Code: 3570 Salary Grade: 114
FLSA Status: Non-Exempt

POSITION SUMMARY:

Under general supervision, conducts water use audits, develops, coordinates, manages and implements water conservation programs, monitors drought stage triggers, works with regional water providers on water conservation matters, provides educational materials and services related to responsible water usage to homeowners, businesses, contractors and maintenance service providers, Town-owned facilities and sports and recreation facilities. This position reports to the Water Utility Administrator but works closely with the Water Utility Director and staff from other Town Departments.

ESSENTIAL JOB FUNCTIONS:

- A. Develops, implements and manages water conservation programs.
- B. Develops, administers and enforces approved water conservation policies, resolutions, ordinance and codes.
- C. Supervises and oversees the work of the Water Conservation Assistant on a regular basis.
- D. Conducts indoor and outdoor water use audits and/or evaluations of residential and commercial properties and recommends adjustments to reduce water use.
- E. Provides educational materials and services related to responsible water use to homeowners, businesses, contractors and landscape service providers, Town-owned facilities and sports/recreation facilities.
- F. Represents the Town and the Water Utility by attending and participating in meetings regarding water conservation matters.
- G. Works with regional water providers and local, state and federal agencies on water conservation matters.
- H. Responsible for weekly monitoring of drought stage triggers in accordance with the Drought Preparedness Plan.
- I. Researches new technologies and provides information on different methodologies of residential and commercial water conservation methods.
- J. Observes and consults with Town staff on current practices to identify more efficient use of water resources for Town facilities.
- K. Responds to customer inquiries and documents data pertaining to water use.
- L. Primary contributor to departmental newsletter.
- M. Develops and administers the conservation budget.
- N. Staff Liaison for the Water Utility Commission's conservation subcommittee.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and federal statutes, ordinances, codes, rules and regulations governing water utility.
- Knowledge of water conservation methods and techniques.
- Knowledge of customer service methods and techniques.
- Skill in interpreting and applying relevant Town, state and federal statutes, ordinances, codes, rules and regulations governing a water utility.
- Knowledge of computers and Microsoft Office software.
- Skill in observing and researching water conservation practices.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Natural Resources, Environmental Science, Biology, Watershed Science or related field, and
- One (1) year experience in irrigation maintenance and installation or water conservation related work; **OR**
- An equivalent combination of education and experience.
- Must possess or be able to obtain certification as a Landscape Irrigation Auditor within one (1) year of employment.
- Must possess and maintain a valid Arizona Driver's License.
- Must be able to lift up to 50 pounds.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.