

**Phelan Piñon Hills Community Services District  
Job Description**

JOB TITLE: Water Conservation Program Administrator/Field Administrative Technician

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EXEMPT:	No	SALARY LEVEL:	85
DEPARTMENT:	Administration		
REPORTS TO:	Administrative Services Manager	APPROVED:	9/1/2016

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**SUMMARY:**

Under the general supervision of the Water Operations Manager, the Water Conservation Program Administrator/Field Administrative Technician plans, develops, coordinates, and implements the District's Water Conservation Program and ensures regulatory compliance; identifies, promotes, plans, designs, and coordinates the development and implementation of new and enhanced water conservation efforts; administers current and long-term planning activities; manages effective use of program resources to improve organizational productivity; stays informed of new developments in the area of water conservation; provides recommendations, support, and assistance to District management and the public; provides administrative support functions for water operations, specifically for the Operations Manager, supervisor, and Water Quality Specialist; performs related work as required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Responsibilities and duties may include, but are not limited to, the following)

**PRIMARY**

- Acts as primary enforcing officer of the District's Water Conservation Ordinance.
- Develops and implements goals, objectives, and priorities for the District's conservation program.
- Prioritizes and allocates available resources; reviews and evaluates service delivery, makes recommendations for improvement.
- Schedules and oversees the completion of water audits of residential, commercial, and industrial customers, and high water users; occasionally conducts audits themselves.
- Oversees site visits, gathers and analyzes data, makes written reports to site owners and managers with recommendations for improving water use or irrigation efficiency.
- Gathers and analyzes data; prepares reports, spreadsheets, and diagrams concerning consumption records.
- Responds to customer inquiries or complaints and provides technical assistance regarding irrigation and landscape management of water use problems.
- Resolves wasteful water complaints and irrigation problems.
- Maintains accurate records of response, description, and resolution of wasteful water calls.
- Provides technical expertise and advice on water conservation practices, and develop public information materials for the water conservation program.
- Hosts and/or attends public meetings and workshops, and makes presentations to community groups.

- Plans, schedules, and coordinates community workshops or events, and implements the District's water conservation marketing programs.
- Develops and oversees the District's water conservation rebate programs.
- Maintains and enhances the District's school water conservation outreach program.
- Develops presentations, correspondence, informational brochures, flyers, information for the District's website, and promotional materials regarding water conservation.
- Serves as a member of the District's Events Committee
- Represents the District at professional or industry group meetings and remains current on new developments in the field of water conservation.
- Supports and guides the work of WSOI & WSOII personnel as related to water conservation, and assists with more technically difficult problems.
- Establishes and maintains effective working relationships with fellow employees, members of the general public, and representatives from other agencies.

## SECONDARY

- Assists Operations Manager with creation and implementation of various water distribution system related improvement programs, including a yearly meter review and replacement program, and system water loss detection and prevention program in compliance with SB555.
- Orders parts, materials, and equipment in accordance with the District's purchasing policy; conducts inventory.
- Provides administrative support to water operations staff, specifically the Water Operations Manager, Water Operations Supervisor, and Water Quality Specialist.
- Assists in preparing requisitions for necessary equipment, materials, and supplies, and in preparing equipment specifications.
- Assists management in preparing budget estimates and other requested reports.
- Provides support for solid waste and recycling programs, including but not limited to, creation of promotional materials, attending related meeting and trainings, and preparation of reports relevant to various solid waste programs.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service and establish effective customer relations.
- Performs other duties as assigned.

## CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Class C California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- State of California Water Treatment Operator Certificate Grade T1 and Distribution Operator Certificate Grade D1, or ability to obtain within one (1) year of hire.
- AWWA Water Use Efficiency Practitioner Grade 1 Certificate (or similar), or ability to obtain certification within one (1) year of hire.
- Must complete the designated number of contact hours (continuing education/training requirements) to maintain the required certifications as a condition of continued employment.

#### EDUCATION AND/OR EXPERIENCE:

- High school diploma, or equivalent required.
- Coursework, or degree, related to water system construction, water system operations, water conservation, environmental science, and/or water quality.
- At least seven (7) years of experience and thorough knowledge of the principles and practices of office administration.
- At least two (2) years of experience working in a water conservation program and in work involving landscape and irrigation design.
- Bachelor's degree in administration is highly desirable.

#### QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

#### KNOWLEDGE OF:

- MS Office Suite, including Excel, Word, and Outlook.
- Graphic design software.
- Principles of project and program management, including scheduling, budgeting, prioritizing, and long-range planning.
- Research techniques, including sources and availability of information.
- Principles, practices, and techniques of water management and indoor and outdoor conservation for commercial, institutional, and residential applications.
- Basic principles of plumbing and indoor water conservation devices used for residential, commercial, industrial, and institutional conservation.
- Principles, practices, and techniques of landscape and irrigation systems maintenance and design.
- Knowledge of water conserving plants, types of soils, turf grasses, and irrigation systems.
- Knowledge of landscape irrigation audits, evaluations of irrigation systems, developing efficient irrigation schedules for drip, bubbler, micro-spray, and sprinkler systems.
- Federal and State codes and regulations pertaining to drinking water.
- Materials and equipment used in water operations.
- Proper work safety standards.

#### ABILITY TO:

- Develop goals, objectives, policies, procedures, and work standards for water conservation related tasks.
- Interpret, explain, and ensure compliance with the District's policies, procedures, and ordinances.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional and regulatory organizations, and in meetings with individuals.
- Establish and prioritize a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own works, set priorities, and meet critical time deadlines.

- Provide tactful and courteous service to the public.
- Resolve complaints in a calm and effective manner.
- Perform mathematical calculations accurately and quickly.
- Respond to requests for information from the public and other departments in an accurate and timely manner.
- Explain District policies and procedures to customers.
- Work under steady pressure with frequent interruptions.
- Work independently in the absence of close supervision.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted within the course of work.
- Comply with all District policies, procedures, rules, and regulations, including all safety standards.
- Attend safety related training as necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Work in an analytical, detail-oriented, precise, and thorough manner.
- Perform a variety clerical tasks involved in the installation, maintenance, and repair of water pumping facilities.
- Operate motor vehicles.
- Interpret blueprints, safety orders, and government rules and regulations.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Write routine reports and correspondence.
- Create and maintain records and paperwork related to job tasks in a clear and accurate manner.
- Maintain communication with administrative staff via two-way communication device, such as radio or telephone.
- Apply common sense understanding to carryout instructions furnished in written, oral, or diagram form.
- Deal with problems involving several variables in various situations.
- 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.

#### TYPICAL PHYSICAL DEMANDS:

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform some manual labor and work outdoors in varying weather conditions.
- Work in desert and mountainous areas and remote locations.
- Work in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather, and significant temperature changes.
- Drive in all weather conditions.

- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Read small numbers, dials, and gauges accurately.
- Ability to stoop, kneel, crouch, crawl, and climb during field work.
- Stand and walk for extended time periods and on uneven terrain.
- Hearing and vision within normal ranges with or without correction.
- Write or use a keyboard to communicate through written means.
- Perform simple grasping and fine manipulation of objects.
- Travel frequently by automobile in conducting daily District business.
- On a continuous basis, sit at a desk and in meetings for long periods of time.
- Use a computer for long periods of time.
- Write or use keyboard to communicate through written means.
- Occasionally travel by airplane in conducting District business.
- The employee frequently is required to sit.
- Occasionally required to stand, walk, stoop, kneel, crouch or crawl.