

# Water Authority Position Description

## WATER CONSERVATION SUPERVISOR

Status	Position Code	Level	Date
APPROVED	WCSP	P26	Mar 2018

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

SUPERVISE WATER CONSERVATION SPECIALIST ACTIVITIES WITHIN THE WATER AUTHORITY TO INCLUDE REDUCTION IN WATER WASTE AND PUBLIC OUTREACH AND ANALYZE DATA RELATED TO WATER CONSERVATION PROGRAMS AND REBATES.

### MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN SCIENCE, WATER RESOURCES, HORTICULTURE, LANDSCAPE DESIGN OR A RELATED FIELD AND THREE (3) YEARS EXPERIENCE IN WATER CONSERVATION OR REGULATORY COMPLIANCE TO INCLUDE TWO (2) YEARS SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE  
QUALIFIED WATER EFFICIENT LANDSCAPER CERTIFICATE WITHIN SIX (6) MONTHS OF HIRE

### SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM HIGHER LEVEL MANAGERIAL STAFF  
SUPERVISE TECHNICAL AND SUPPORT STAFF

### ESSENTIAL FUNCTIONS

1. ASSIST IN THE IMPLEMENTATION OF WATER CONSERVATION PROGRAM GOALS AND OBJECTIVES.
2. MAINTAIN AND ANALYZE DATA RELATED TO WATER WASTE VIOLATIONS, REBATE PROGRAM PARTICIPATION, XERISCAPE INSPECTIONS, PUBLIC OUTREACH, WATER USE AND OTHER AREAS AS ASSIGNED.
3. IMPLEMENT THE WATER WASTE REDUCTION ORDINANCE INCLUDING BUT NOT LIMITED TO DEVELOPING PROCEDURES, CONDUCTING PUBLIC OUTREACH, UPDATING FORMS, TRACKING AND ANALYZING PROGRAM ACTIVITIES AND PARTICIPATION.
4. MANAGE AND ANALYZE DATA USING CONSERVETRACK OR SIMILAR SOFTWARE, INCLUDING WORKING WITH THE VENDOR TO ENSURE THE BEST OPERATION AND DEVELOPMENT OF NEW ADDITIONS AND ENHANCEMENTS TO THE SYSTEM FOR BETTER ACTIVITY TRACKING.
5. INTERFACE WITH CUSTOMER SERVICE TO COORDINATE PROCESSING OF REBATE APPLICATIONS AND TRAINING OF STAFF IN THE USE OF CUSTOMER CARE AND BILLING, SHAREPOINT AND MONTHLY MEETINGS.
6. COORDINATE, TRACK AND SCHEDULE VEHICLE MAINTENANCE AND REPAIR SERVICES INCLUDING ALL NECESSARY SAFETY EQUIPMENT, CAMERAS, PHONES AND OTHER NEEDED EQUIPMENT TO SAFELY AND EFFICIENTLY PERFORM FIELD ACTIVITIES.
7. EVALUATE AND ANALYZE WATER WASTE REDUCTION DATA AND BASED ON THIS DATA, RECOMMEND IMPROVEMENTS TO THE WATER WASTE REDUCTION PROGRAM.
8. REVIEW AND APPROVE OR DENY APPLICATIONS FOR VARIANCES AND EXEMPTIONS TO WATERING RESTRICTIONS, CLAIMS FOR INCORRECT VIOLATIONS AND OTHER WATER WASTE ISSUES.
9. DEVELOP OUTREACH MATERIALS FOR WATER CONSERVATION ACTIVITIES TO EDUCATE THE PUBLIC ABOUT WATER WASTE REDUCTION, WATER USE, REBATES AND OTHER PROGRAMS AS NEEDED.
10. DEVELOP ONLINE TRAINING TOOLS FOR CUSTOMERS ON LEAK DETECTION, WATER CONSERVATION, WATER WASTE AND REBATES.
11. REVIEW AND MONITOR WATER WASTE REDUCTION ORDINANCE VIOLATIONS AND DOCUMENTATION OF WATER WASTE TO BE PRESENTED IN HEARINGS.
12. ASSIST CUSTOMERS WITH LEAK DETECTION, IRRIGATION BUDGET BILLS AND WATER CONSERVATION SURCHARGES.
13. PREPARE QUARTERLY AND ANNUAL WATER CONSERVATION DATA ANALYSIS REPORTS TO INCLUDE: WATER WASTE REDUCTION, OUTREACH PROGRAMS, REBATE PARTICIPATION, AND OTHER ACTIVITIES AS ASSIGNED.
14. ASSIST WATER CONSERVATION PROGRAM MANAGER AND CONSERVATION CONTRACTOR IN PREPARING IRRIGATION BUDGET SURCHARGES EACH YEAR.
15. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH ASSIGNED STAFF TO CORRECT DEFICIENCIES AND IMPLEMENT DISCIPLINE AS NEEDED.

**SUPPLEMENTAL FUNCTIONS**

1. MAINTAIN AWARENESS OF NEW DEVELOPMENTS IN THE FIELD.
2. ATTEND MEETINGS, SEMINARS AND TRAINING PROGRAMS.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

**PREFERRED KNOWLEDGE**

BASIC OPERATION, SERVICES AND ACTIVITIES OF ASSIGNED AREA AS WELL AS  
OTHER WATER AUTHORITY DIVISIONS  
PRINCIPLES OF XERISCAPING AND LANDSCAPE MAINTENANCE  
PRINCIPLES OF LEAK DETECTION  
PRINCIPLES AND PRACTICES OF CUSTOMER IRRIGATION EFFICIENCY VISITS  
PRINCIPLES OF EFFICIENT IRRIGATION AND IRRIGATION SYSTEMS  
PRINCIPLES OF CUSTOMER SERVICE  
PRINCIPLES AND PRACTICES OF WATER USE AND CONSERVATION TECHNIQUES  
PRACTICES OF SUPERVISION, EVALUATION AND TRAINING METHODS  
REPORT PREPARATION  
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS  
EXPLAIN WATER AUTHORITY POLICIES AND PROCEDURES TO STAFF AND PUBLIC  
WATER AUTHORITY BILLING PROCEDURES, WATER BUDGET FEES AND CONSERVATION  
SURCHARGES

**PREFERRED SKILL/ABILITY**

IMPLEMENT REGULATORY COMPLIANCE AND EDUCATION ACTIVITIES  
IMPLEMENT GOALS AND OBJECTIVES FOR REDUCING WATER WASTE  
ANALYZING SPREADSHEETS AND DATABASE APPLICATIONS  
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC, WATER  
AUTHORITY STAFF AND OTHERS IN A PROFESSIONAL MANNER  
PREPARE MATERIALS AND MAKE PUBLIC PRESENTATIONS INVOLVING COMPLEX  
TECHNICAL INFORMATION  
COMMUNICATE CLEARLY AND EFFECTIVELY WITH COWORKERS AND THE PUBLIC, BOTH  
ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE  
CONTACTED IN THE COURSE OF WORK

**WORKING CONDITIONS**

OFFICE ENVIRONMENT WITH OCCASIONAL TRAVEL FOR PRESENTATIONS AND/OR  
TRAINING

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED  
DUTIES AND RESPONSIBILITIES SUCH AS: STANDING, WALKING OR SITTING FOR  
PROLONGED PERIODS OF TIME.