

Water Authority Position Description

WATER USE COMPLIANCE INSPECTOR

Status	Position Code	Level	Date
APPROVED	WUIN	M24	Mar 2017

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

ENFORCE THE WATER AUTHORITY'S WATER WASTE ORDINANCES PERTAINING TO WATER CONSERVATION, LANDSCAPING, AND PUBLIC USE OF FIRE HYDRANTS.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY OR A TWO (2) YEAR TECHNICAL CERTIFICATE WITH MAJOR COURSE WORK IN HORTICULTURE, ENVIRONMENTAL SCIENCE OR A RELATED FIELD, PLUS TWO (2) YEARS EXPERIENCE IN LANDSCAPING, HORTICULTURE, ENVIRONMENTAL ENFORCEMENT OR COMPLIANCE EXPERIENCE.

ADDITIONAL REQUIREMENTS

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

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. INVESTIGATE WATER WASTE AND WATER THEFT COMPLAINTS IN THE FIELD. DETERMINE RESPONSIBLE PARTIES AND PREPARE CORRESPONDENCE TO VIOLATOR. INFORM VIOLATOR OF ORDINANCE REQUIREMENTS AND PROGRAM POLICIES.
2. CONDUCT FIELD INSPECTIONS OF FIRE HYDRANT USE AND ENFORCE APPLICABLE LAWS, ORDINANCES, AND RULES.
3. RESPOND TO VARIOUS PUBLIC INQUIRIES AND COMPLAINTS REGARDING VIOLATIONS OF WATER USE RESTRICTIONS, WATER WASTE PROHIBITIONS, AND WATER THEFT.
4. RESEARCH AND DETERMINE RESPONSIBLE PARTY BY RETRIEVING INFORMATION FROM CUSTOMER BILLING SYSTEM.
5. COLLECT AND PREPARE DETAILED DOCUMENTATION REGARDING VIOLATIONS OF THE WATER WASTE ORDINANCE, WATER USE RESTRICTIONS, AND WATER THEFT. OBTAIN PHOTOGRAPHIC AND/OR VIDEO RECORDS OF VIOLATIONS.
6. SERVE AS A WITNESS AND/OR PRESENT WATER WASTE OR WATER THEFT CASES IN COURT OR BEFORE HEARING OFFICERS.
7. MAINTAIN ACCURATE AND COMPLETE WATER VIOLATION CASE RECORDS. UTILIZE MANUAL AND COMPUTERIZED FILING SYSTEMS.
8. PREPARE STATISTICS AND REPORTS REGARDING WATER WASTE COMPLAINTS, CASES AND ENFORCEMENT ACTIVITIES.

SUPPLEMENTAL FUNCTIONS

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF ENVIRONMENTAL PROTECTION AND REGULATION
METHODS AND TECHNIQUES OF IRRIGATION AND WATER CONSERVATION
PRINCIPLES AND PRACTICES OF WATER USE INSPECTIONS
PRINCIPLES OF DATA COLLECTION AND ANALYSIS
METHODS AND TECHNIQUES OF DATABASE SYSTEMS
PERTINENT FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, AND ORDINANCES
PRINCIPLES OF BUSINESS LETTER WRITING AND BASIC REPORT PREPARATION
PRINCIPLES AND PROCEDURES OF RECORD KEEPING
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS

PREFERRED SKILL/ABILITY

ENFORCE WATER AUTHORITY WATER WASTE AND WATER RATE ORDINANCES
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC IN A
PROFESSIONAL MANNER
DEAL TACTFULLY AND COURTEOUSLY WITH ORDINANCE VIOLATORS
REMAIN CALM IN CONFRONTATIONAL SITUATIONS
PERFORM DATABASE SYSTEM TASKS
OPERATE A VIDEO CAMERA TO PRODUCE CLEAR DOCUMENTATION OF VIOLATIONS
CONDUCT WATER USE AUDITS AND IDENTIFY OPPORTUNITIES FOR WATER
CONSERVATION
ANALYZE WATER USE VIOLATIONS AND PREPARE CLEAR AND CONCISE
REPORTS
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 AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO WORK
IN OR WITH WATER; ODD SHIFTS TO INCLUDE EARLY MORNING, LATE NIGHTS AND
WEEKENDS.

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.