

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Conservation Technician
REPORTS TO: Water Conservation and Public Affairs Interim Manager
SALARY LEVEL: \$18/hr.
POSITION TYPE: Par-time
DATE: October 2018

Definition

Under general guidance, the Water Conservation Technician is responsible for coordinating, maintaining, organizing, and conducting various projects and tasks related to the water conservation programs for the Casitas Municipal Water District.

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Under general guidance and direction from the Water Conservation and Public Affairs Manager and team, the Water Conservation Technician will perform a variety of duties to help implement Casitas' water conservation programs such as water-saving appliance rebates and water-use surveys.

Specific duties include but not limited to the following:

- Utilize Microsoft Excel and other computer programs for data entry for various projects;
- Review, evaluate, process and file rebate applications and other District forms (ex. water waste violations);
- Conduct basic Water Conservation Garden maintenance;
- Perform field inspections for installation of water saving devices and technologies;
- Conduct residential, landscape and commercial water surveys audits as assigned;
- Utilize Microsoft Excel for developing irrigation water budgets for Casitas' commercial and residential water customers. Task requires both field and office work for developing and providing various reports to Casitas' water customers;
- Answer customer inquiries through phone, email, and in-person appointments;
- Attend meetings with customers and answers questions regarding Casitas' existing water conservation programs;
- Prepare updates and information on water conservation for Casitas' website and social media;
- Work cooperatively with staff from other departments and external agencies for coordinating water conservation programs;

- Perform analysis of various water use accounts for residential and non-residential customers;
- Set up and staff water conservation booths during special events in the community. This may require work on occasional weekends and holidays;
- Prepare concise correspondences, reports, and office memorandums;
- Perform other related duties as required.

Desirable Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Eligibility:

- Legal eligibility to work in the United States;
- Must have a high school degree. Some college education preferred, especially with math or science courses; and
- Must possess a valid California Class C driver's license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.

Knowledge and Abilities:

The successful candidate is:

- Interested in water resource and water conservation field;
- Detail Oriented;
- Knowledgeable of principles and practices of data collection, assessments, inspections and investigations;
- Able follow oral and written instruction;
- Able to retain and recall information;
- Able to multi-task and prioritize assignments;
- Creative, can exercise sound judgment, demonstrate initiative, and possess excellent written and oral communication skills;
- Skilled in using Microsoft Word, Excel, Access, and Power Point programs;
- Able to work independently on water conservation projects, upon receiving training;
- Able to maintain pleasant working relationships; and
- Able function effectively under pressure and meet deadlines.

Competency:

To perform the job successfully, an individual must demonstrate the following competencies.

- **Analytical** – Synthesizes information; Collects and researches data;
- **Design** – Generates creative solutions; Demonstrates attention to detail.
- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Customer Service** – Manages difficult or emotional customer situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Judgement** – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation** – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
- **Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently.
- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.

Physical Requirements:

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee is required

to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Employee may occasionally be called upon to work odd schedules.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the tasks and/or duties and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.