

Coastside County Water District



Public Outreach / Program Development / Water Resources Analyst

Definition

The fundamental reason for the existence of this position is to manage and monitor the district's Water Conservation Program and to develop new programs and outreach solutions through grant writing and by representing the District to customers, at relevant public and private institutions, and through outreach presentations. Specific tasks include analyzing water use data and patterns for top users, identification and implementation of effective conservation measures; prepare reports for the public and district management on water use, and the management and implementation of incentive programs and regulations which promote the efficient use of water.

Distinguishing Characteristics

This is a single position within the district. Under general direction, the incumbent plans, organizes and directs the district's Public Outreach and Water Conservation Program activities, represents the District in extensive public contacts and coordinates water conservation activities, exercising considerable latitude to plan, schedule and carry out activities. Grant opportunity monitoring and grant writing and grant writing supervision in concert with district management will also be a responsibility of this position. The position requires initiative, responsibility and independent judgment. The incumbent may be required to make public appearances at monthly board meetings in the evenings and to work on special event weekends.

Supervision Received

General direction is provided by the General Manager.

Examples of Duties

Essential Duties:

The Water Resources Analyst will work as a part of the office staff, providing management of CCWD's water conservation program, extensive public outreach campaign and implementation of our comprehensive plan review program. Under general direction, the Water Resources Analyst incumbent plans, organizes and directs

the water conservation program activities, represents CCWD in extensive public contacts and coordinates water conservation activities, exercising considerable latitude to plan, schedule and carry out activities. The position requires initiative, responsibility and independent judgment. The incumbent is required to make appearances at the CCWD's monthly board meetings, other public agency events, and on occasional weekends.

Additional Responsibilities:

Create press releases, newsletters, flyers, bill inserts and other information on water conservation; revise and or implement new programs as innovative technologies and program elements are identified; assure ongoing management of current programs such as High Efficiency Toilets (HET), high efficiency clothes washers, and other landscape programs; represent CCWD in dealing with water conservation issues before the City Council, Chamber of Commerce, apartment house owners, state and local regulators, and a wide range of community groups; represent CCWD on the California Urban Water Conservation Council (CUWCC) and BAWSCA committees; complete the CUWCC's Best Management Practice reporting every two years; present workshops and short training programs on conservation topics such as landscape efficiency; prepare annual budgets and forecasts; operate water conservation computer programs, spreadsheets and databases; develop activities for observance of State Water Awareness Month; manage consultant contracts for services and oversee procurement of conservation materials.

Other duties include: gather, analyze and interpret data related to water supply and demand; update reports for CCWD and complete surveys from BAWSCA, SFPUC, Department of Health Services and Department of Water Resources; update CCWD's Urban Water Management Plan and Water Shortage Contingency Plans as needed; write ordinances and regulations related to water use efficiency; analyze customer water use data for trends; manage plan review projects for new construction and remodeled homes and businesses, this includes: reviewing applicant's plans for compliance of fixture units based on California Plumbing Code and *CCWD's Rules and Regulations Regarding Water Service Connections*, corresponding with City and County officials; track new water service installations; and perform related duties as assigned.

Qualifications

Knowledge of:

- California Urban Water Conservation Council's 14 Best Management Practices
- Xeriscape principles, water audit techniques, water saving devices and technologies and water conservation programs
- Water distribution principles; water terms and units; increasing block rate structures

- Effective marketing programs and strategies used to increase program participation

Ability to:

- Communicate clearly and concisely through oral presentations and technical and non-technical report writing; make effective and professional presentations to a wide variety of audiences such as local community groups, schools and businesses
- Create new marketing materials and strategies to inform the public about using water wisely and other related topics
- Read and analyze complex information from a variety of sources; prepare effective and complete staff reports
- Coordinate and oversee diverse and complex programs and/or projects

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience in water supply management or conservation program work to demonstrate possession of the knowledge and abilities listed above or evidence of training at the university level in urban planning and/or ecology with some training in science especially in the fields of chemistry and biology as these may be directly relevant to these tasks.

Education:

Equivalent to a BS or BA degree from an accredited college with major course work in environmental engineering, environmental studies, urban planning, landscaping, water supply, public or business administration, public relations, communications, or closely related field would be desirable. An AA or AS degree may be appropriate depending upon the classes taken and the extent of work experience.

License or Certificate

This position requires the use of a vehicle while conducting district business. In order to drive, an incumbent must be physically capable of operating a vehicle safely and must possess a valid, Class C, California Drivers License.

A Water Conservation Practitioner Certificate from the American Water Works Association (AWWA) and licensing from the Irrigation Association (IA) as a Landscape Irrigation Auditor are desirable (if applicant does not currently hold certificates, they are required to obtain them in the first year of employment)

Working Conditions

Performing irrigation audits and landscape surveys involves walking over rough, uneven or rocky surfaces and walking for extended periods of time. Driving to these audits and surveys involves sitting for extended periods of time. Stocking an inventory of water conservation materials requires carrying objects weighing up to 50 pounds up to 20 feet and lifting arms above shoulder level. Setting up water conservation displays requires carrying materials weighing up to 20 pounds over 20 feet. Working with the computer involves continuous or repetitive arm-hand movements and sitting for extended periods of time. The work requires working occasional evenings and weekends staffing water conservation displays.