

WATER CONSERVATIONIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision of the Director of Public Works or his/her designee, performs public education and enforcement of the City's water conservation program; performs work in the field driving a City vehicle; employee is expected to perform within the City of Ceres established procedures and guidelines and only receives occasional instruction or assistance as new or unusual situations arise; position requires working irregular hours and weekends.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Enforce City Water Conservation rules and regulations.
2. Assist in public education of water conservation.
3. Handle complaints and answer questions from the public.
4. Issue warnings and fine notices for water use violations.
5. Perform water audits, issue water conservation kits and supplies as needed.
6. Maintain daily activity logs.
7. Manage city emails and requests, work orders and related database.
8. Attend training sessions for program implementation.
9. Assist in other areas as needed.
10. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Report writing and file maintenance.
Principles of community relations.
Basic mathematical principles.
Safe work practices and policies.

Ability to:

Work with the variety of tools related to the public works water conservation program.
Perform day to day tasks under minimal supervision.
Learn to safely operate a variety of maintenance equipment.
Perform light to medium manual labor.
Perform semi-skilled maintenance duties.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with residents and internal staff.
Work flexible hours including evenings and weekends.

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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Possession of a high school diploma or GED certificate.

Experience:

One (1) year of experience in customer service, code enforcement or public presentation work.

License or Certificate:

Must possess a valid California Driver License or have the ability to obtain one prior to employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, smoke, fumes, gases, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous
FLSA Status: Non-Exempt

November 2018

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Water Conservationist position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.