



City of Tempe

WATER CONSERVATION SPECIALIST

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	246		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities		<i>Salary / Hourly Minimum:</i>	\$54,233
<i>Supervision Level:</i>	Non-Supervisor		<i>Salary / Hourly Maximum:</i>	\$73,214
<i>Employee Group:</i>	NSU		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Water Conservation Specialist
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general supervision from higher level professional or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two years of experience in water or environmental conservation, landscape; including one year of lead responsibility or monitoring the work of contractors.
<i>Education:</i>	Equivalent to a Bachelor’s degree in environmental sciences, natural resource management, public administration, or degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To perform a wide variety of duties involving water resources and water conservation programs and reporting requirements, including responsibility for preparation of water accounting summary reports, developing procedures and tracking of various types of water use to ensure compliance with contracts and with ADWR assured water supply provisions, demand/supply forecasting, participating in design and maintenance of databases to streamline capturing data necessary for water reporting requirements; administering components of the Non-Per Capita Conservation Program; coordination of water conservation activities, enforcement of ordinances, and conducting research on water supply issues. Administer

Water Utilities (WUD) Landscape Maintenance Contracts covering all WUD properties. Draft, negotiate and administer Landscape Maintenance Contract for all WUD facilities including the Women's Club Xeriscape Demonstration Garden.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Assign, review and supervise the work of staff or contractors involved in a variety of maintenance activities related to landscaping and sprinkler systems on all WUD properties.
- Develop guidelines and requirements for landscaping projects; prepare specifications for landscape maintenance contracts; inspect the work of landscape maintenance contractors; ensure proper compliance with contract conditions.
- Identify areas needing repair and maintenance and take corrective action; review work of maintenance of staff and ensure adherence to proper procedures and policies.
- Maintain accurate research of work performed, materials used, and associated work; prepare inspection reports and maintain records of all WUD properties maintained under contract work.
- Monitor the application of chemicals on trees, shrubs, grass and flowers to control weeds, insects, and plant diseases.
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; make routine and emergency purchases as required.
- Review and approve new sprinkler system construction plans; establish sprinkler operating schedules according to watering needs, maintain sprinkler systems and monitor and adjust as required.
- Process requests and authorize payments through the City's Landscape Rebate Program.
- Develop systems and databases (with ITD) to more efficiently track and report water resource/water conservation information.
- Respond to and resolve complaints from residents and business concerning water wasting.
- Monitor the City's Xeriscape gardens; organize and schedule Xeriscape and irrigation system maintenance classes; assist with the public viewing of the Xeriscape Demonstration Garden.
- Represent the City and participate in regional and intergovernmental programs and committees on various conservation issues, including AMWUA's conservation and policy sub-committees; prepare various reports for federal and state regulatory bodies, including the Arizona Department of Water Resources (ADWR) annual water use reports; prepare monthly water use reports for SRP.
- Assist with analysis and reporting of data for the Non-Per Capita Conservation Program Annual Report; develop mechanism to track Non-Per Capita Conservation Program components for compliance purposes.

- Monitor City Council minutes for requested variances regarding turf allowances.
- Assist in the development and implementation of educational programs for school-age children regarding water conservation.
- Complete water demand and supply forecasting including long-term planning; develop and maintain water demand forecasting spreadsheet model, including collection of data regarding: rainfall, occupancy rate by housing unit type and area, employment rate, building permits number and valuation, housing starts, and major water users.
- Maintain the City's water conservation program.
- Assist with maintenance of section's web page to provide educational information to the public on water conservation and water resources programs; assist with design and production of water conservation pamphlets/brochures.
- Schedule and market water conservation-related workshops; assist with Smartscape seminars.
- Attend and participate in trade shows to publicize the City's water conservation program.
- Compile information for various regulatory permits.
- Assist in the administration of the Recommended Conservation Measures associated with the Non-Per Capita Conservation program.
- Track water usage to insure compliance with various contracts and with ADWR assured water supply provisions; implement methods to collect information for annual section report, and assist with preparation of the report.
- Assist with historical and legal research on water rights issues.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Operate city vehicles;
- Use power tools (i.e. drills, landscape tools, chain saws, etc.);
- Use tools (i.e. wrenches, shovels, saws, wheel barrels, hand pruners, picks, sprayers etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without an accommodation;
- Other physical labor essential to the classification;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 2005</i> <i>Revised January 2017 (add physical/mental activities)</i> <i>Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)</i></p>