JOB DESCRIPTION

TITLE: CONSERVATION MANAGER     SECTION: WATER MANAGEMENT

DEPARTMENT: COMMUNICATION & CONSERVATION     S -29:

REPORTING RELATIONSHIP:     August 6, 2014

Reports to: COMMUNICATION & CONSERVATION DIRECTOR

Supervises the following positions:

Water Management Supervisor, Water Management Specialist 1, Water Management Specialist 2

DEFINITION: Under general direction, organize & supervise the implementation of water management plan activities through the water management supervisors. Develop and implement Best Management Practices (BMP) for water conservation, lead in comprehensive strategies to support the district’s long-term water conservation efforts and tiered rate billing system. Work with consultants related to water conservation, coordinates work assignments for water management sections. Work with the public to encourage water conservation through creating opportunities and programs that will foster conservation as a priority. Includes participation in updating the district’s water management plan every 5 years. This position also does special projects, makes reports, including budgets, status reports on conservation programs and operations, and performs related work as required. Provide excellent customer service

ESSENTIAL FUNCTIONS:

1. Creates conservation programs, workshops and evaluates their effectiveness.

2. Plans, organizes, and directs the work of the water management section.

3. Meets periodically with District administration to discuss work assignments, progress and planning.

4. Develops and implements Best Management Practices (BMP) for water conservation

5. Assists the section with technical, difficult or complex trouble calls.

6. Prepares and conducts employee evaluations.

7. Continually updates landscaping and irrigation plan requirements on residential and commercial developments to obtain optimum water usage and conservation.

8. Educates water users on conservation in urban, golf, and agricultural areas.

9. Meets with developers, farmers and outside consultants to discuss concepts and general requirements for new projects.

10. Monitors & acts in response to state and federal legislation affecting conservation to assist in ensuring CA State water management plan compliance
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**ESSENTIAL FUNCTIONS (Cont.):**

11. Supports the Districts tiered rate billing system and budget process.

12. Develops, implements and administers comprehensive programs, policies, guidelines and procedures related to the district’s water management goals.

13. Assists in the preparation of informational papers and brochures relating to landscaping, water usage, and conservation and other related subjects.


15. Prepares and makes or assigns personnel to make presentations to various groups regarding landscaping, irrigation and related subjects.

16. Plans and implements the training for employees.

17. Prepares department annual budget

18. Prepares written and verbal reports related to the department

**MINIMUM QUALIFICATIONS:**

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Education and Experience: The minimum educational background is a Bachelor’s Degree from an accredited university in either Civil Engineering, Agronomy, Horticulture, Irrigation, Landscape Architecture, or related field. The minimum experience required is 5 years of progressively responsible experience in water management for a public water agency with groundwater and canal water as resources. Additional knowledge of recycled water a plus.

Skills/Abilities:  
- Ability to supervise and lead employees
- Develop conservation programs
- Prepare Comprehensive technical reports and recommendations.
- Ability to evaluate a variety of field tests and water audits.
- Answer, resolve, and analyze customer questions & concerns.
- Work cooperatively and professionally with others.
- Tactfully and courteously deal with the public and district employees.
- Operate a computer workstation.
MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:  
- Principles of supervision.  
- Water Conservation techniques & programs.  
- Soils analysis.  
- Principles and practices of landscape architecture.  
- Principles and practices of crop irrigation.  
- General landscape guidelines and irrigation system design criteria.  
- Design of a wide variety of modern irrigation systems.  
- Tiered rates and water budgets  
- CIMIS stations and data acquisition  
- CVWD water management plan  
- CVWD regulations, policies & procedures  
- Desert native and adaptable plant types for the climate, soils and types of irrigation waters that exist within the District.  
- Principles and standard methods of a variety of field tests and surveys as related to water consumption.  
- MS Word, Excel, Adobe, Outlook, GIS, Network Fleet, PowerPoint.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites. Uses a two-way radio for communication.

2. Works in extreme weather conditions including heat and rain. May work in areas containing chemicals, dust, exhaust, fumes, insect snakes, and dogs.

3. May be required to work nights and weekends

See Human Resources for physical assessment form.