JOB DESCRIPTION
August 6, 2014

TITLE: WATER MANAGEMENT AIDE  SECTION: WATER MANAGEMENT

DEPARTMENT: COMMUNICATION & CONSERVATION  SRN: A-25

REPORTING RELATIONSHIP:

Reports to: WATER MANAGEMENT SUPERVISOR

Supervises the following positions: not applicable

DEFINITION:  Under general direction, to perform professional horticultural, landscape architectural and irrigation system review of proposed development plans, post-construction inspection of plan checked sites, and provide technical assistance in these areas to new and existing developments; to install, program and monitor residential WBICs; to execute other water conservation related projects; to assist WM Technicians/Specialists in performing field tests, studies and surveys; and to do related work on new programs as required.

ESSENTIAL FUNCTIONS:

Reviews landscape and irrigation system plans for proposed development, calculates optimum irrigation configurations using mathematics at the 12th grade level. Prepares written correspondence concerning corrections for submitted plans. Calculates, collects and records plan check fees. Keeps plan check data base current.

Meets with developers, architects, company representatives, government officials, and District customers to discuss general and procedural questions relating to landscape and irrigation design, District guideline requirements and water conservation.

Assists customers and other Water Management staff in all aspects of tiered rate issues including review of water budgets, staffing the tiered rates hotline, and providing technical assistance.

Inspects newly constructed landscape irrigation projects to ensure compliance with approved plan specifications.

Analyzes residential Smart (weather based irrigation) controller applications for eligibility and suitability. Sets up inspection and installation appointments. Calculates and collects cost-share fees. Installs and programs Smart controllers. Performs call-back requests and monitors pre/post WBIC water consumptive use. Keeps Smart Controller program database current.

Performs water conservation program site visits upon consumer or water service department request.

Collects and maintains data on District computer system and on personal computers for research and engineering reports.

Attends workshops and seminars to keep current on industry standards and new advances.

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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: High School diploma or GED certificate. At least two courses in either natural resources, agronomy, horticulture or landscape architecture/irrigation systems design preferred.

Experience: Any combination of training and experience which would meet the essential functions of the position. One year landscape and irrigation installation and maintenance experience or retail sales experience in landscape plants and irrigation equipment preferred.

Knowledge of:
- CVWD regulations, policies & procedures
- Principles and practices of landscape architecture.
- Design of modern irrigation systems.
- Desert native and adapted plants for this climate.
- Use of personal computers.
- Soil types and water uses.
- Field knowledge of landscape and irrigation construction principles and practices.

Abilities:
- Read and review grading, landscaping, soils, and irrigation system plans.
- Read and comprehend technical reports and publications.
- Perform a variety of field tests and irrigation controller installations.
- Provide accurate information to public in a professional and courteous manner.
- Communicate effectively verbally and in writing.
- Work cooperatively with others.
- Maintain accurate records and reports.
- Operate a computer workstation.

PHYSICAL REQUIREMENTS:

Drives District vehicle to job sites, including over rough terrain. Uses two-way radio to communicate. Driving: light.

Sits for prolonged periods of time.

May dig with shovel.

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

See Human Resources for physical assessment form.