



## CONSERVATION SPECIALIST II

Range: 43

Salary:

**JOB DEFINITION:** Under general supervision, performs a variety of professional and administrative activities in conjunction with Agency related conservation programs; and performs related work as assigned by the Communications and Water Resources Manager and Director of Public Affairs and Water Planning.

**SUPERVISOR:** Communications and Water Resources Manager, or if vacant, Director of Public Affairs and Water Planning

### DISTINGUISHED FROM LOWER RANGE POSITION(S):

Conservation Specialist II is the second of the three conservation specialist positions; it is distinguished from the lower conservation specialist position in that more technical, policy, and procedural knowledge and experience, along with certifications are required. Upward mobility as a conservation specialist is directly related to the incumbent's experience, knowledge and increased capabilities related to the job duties required.

### EXAMPLE OF DUTIES:

Under direction from the Communications and Water Resources Manager, participates in the development of and assists in administration of Agency conservation programs including but not limited to application processing, quality control assurance, and periodic reporting of Grass Removal program, Smart Controller Program, Nozzle Program, Washing Machine Program and other conservation programs; assists with the coordination of restaurants and hotels to implement table top/in-room conservation programs and monitor use; responds to reports of water waste and assists with field visits as required; maintains database of water waste reports; coordinates with communications consultants as needed; assists with and may deliver conservation program outreach and education programs to promote water use efficiency; maintains awareness of new developments in the field of water conservation and assists with incorporating into programs, as appropriate; assists in grant program development and related activities; performs related duties as directed.

### QUALIFICATIONS:

**Schooling and Certification(s):** High School Diploma or G.E.D.  
Employee must possess an AWWA-CA/NV Water Use Efficiency Practitioner Grade 1; a Qualified Water Efficient Landscaper certification; Certified Landscape Irrigation Auditor; or a comparable water-conservation or landscaping certification; or, as a minimum, a two year degree in a related field.

Employee must obtain an AWWA-CA/NV Water Use Efficiency Practitioner Grade 2 certification within 24 months of the start of their

employment. If certification is not obtained, the employee will be terminated from their job.

**Experience:** Two (2) years of experience as a Conservation Specialist I with Desert Water Agency; or two (2) years of office progressively responsible experience providing administrative and technical support to a water conservation program; or Associate's degree or equivalent in Earth Science, Natural Resources Management, Engineering, Planning or a related field from an accredited college, university, or trade school.

**License(s):** Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

**Knowledge of:** Principles, methods and practices of water conservation such as landscape design, drought tolerant plants, California native plants, and irrigation systems; conservation program best practices; principles and practices of industrial, commercial, institutional, and residential water use, practices, and methods to improve water use efficiency; principles and practices of data collection and reporting; basic and advanced mathematics and statistical techniques; conservation related ordinances and plumbing codes; correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed; basic conservation principles and programs commonly used in other water utilities.

**Ability:** With direction from supervisor; understand and effectively carry out general oral and written instructions; operate a computer using word processing, desktop publishing and other standard writing and data storage software; research conservation best practices; communicate clearly and effectively orally and in writing; make public presentations in-person and recorded; make sound independent judgments within established guidelines; maintain accurate files and records; maintain effective relationships with those encountered in the course of the work; establish and maintain cooperative relationships with other employees, officials and the general public.

**PHYSICAL REQUIREMENTS:**

**Climbing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Going up and down ladders, stepping stools, stairs

**Bending:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Picking up boxes, normal office range of motion

**Lifting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Lifting boxes, audiovisual equipment, presentation material, etc.

**Sedentary/sitting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Driving or riding in vehicles, sitting at desk

**Standing:**  yes  no      **Frequency:** Continual  Often  Infrequently  Never

Examples: Standing on carpet, pavement, concrete in Agency facilities

**Repetitive motion:**  yes  no      **Frequency:** Continual  Often  Infrequently  Never

Examples: Operation of computer keyboard, writing, etc.

### **WORK ENVIRONMENT:**

Generally, the duties to be performed by the Conservation Specialist II will be within the Operations Center where there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

On occasion, work will be assigned outside the Agency Operations Center or at outlying Agency facilities and will take place in all weather conditions, including extreme heat in excess of 110°.

The working hours of the Conservation Specialist II may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off; however, due to the nature of the position, the incumbent will be required to travel to different locations both locally and out-of-town, and will be required to participate in speaking engagements that will likely take place before or after regular Agency hours, or on weekends.

**I have reviewed this Job Description with my Supervisor and received a copy.**

---

Employee Signature

Date

---

Supervisor Signature

Date

***The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***