



CONSERVATION MANAGER

Range: 60 (Exempt)
Salary:

JOB DEFINITION: Under direction, performs a variety of professional and supervisory activities in conjunction with Agency related conservation and community involvement programs.

SUPERVISOR: Director of Public Affairs and Conservation, or if vacant, General Manager

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This position is a management/supervisory level position.

EXAMPLE OF DUTIES:

- Performs skilled, professional duties in the development of public awareness, incentives, information, and other conservation programs.
- Oversees the Agency's CIMIS stations and data coordination with DWR and, if applicable, to create specific water budgets for customers.
- Works with Agency's AMI program to help identify water waste issues and high use and lower efficiency customers to create targeted programs.
- Serves as liaison on conservation-related issues between the Agency and designated public agencies, community, schools, and industry groups to advance Agency's water conservation goals.
- Coordinates with and assists other departments in the preparation of announcements and public information materials for conservation programs.
- Oversees community outreach and education regarding conservation programs.
- Attends general community and professional public forums and statewide meetings to speak on behalf of the Agency regarding conservation issues, programs and answer related questions.
- Prepares for and presents at Agency Committee and Board meetings.
- Oversees and participates in public presentations related to water conservation.
- Organizes and coordinates deadlines and production schedules to fulfill conservation responsibilities (e.g., incentives, homeowner association conservation outreach and programs, drought messaging, and more).
- Develops and maintains a recommended departmental budget annually and makes future budget recommendations.
- Oversees Agency grant writing and funding related to water conservation.
- Recommends, develops, and coordinates implementation of Agency conservation programs, to include pilot programs and studies to provide necessary data.
- Oversees incentive programs, including reviewing, monitoring results, and approving projects.
- Oversees water walkthroughs, audits, and other metrics for water efficiency at the property-level.
- Assists in setting program goals, performance measures, return on investment analysis and sources of funding.

- Tracks, analyzes, and provides comments for legislation and regulations specific to water conservation.
- Performs quality control and ensures compliance with regulatory reporting requirements on conservation.
- Advances Agency practices related to water conservation to meet evolving regulatory demands.
- Provides direction and supervision to Conservation Specialists.
- Performs related duties as assigned by supervisor.

QUALIFICATIONS:

Schooling and Certification(s): Graduation from a four-year college or university with major coursework in Engineering, Agronomy, Horticulture, Irrigation, Landscape Architecture, or a related field. Water conservation-related certifications and/or advanced degrees preferred. Must obtain a Water Use Efficiency Practitioner Grade 2 certification within 12 months of hire.

Experience: Four years of progressively responsible professional experience in the field of conservation, including one-year supervisory experience, or two years as a Conservation Specialist with Desert Water Agency; or an equivalent combination of training and experience likely to provide the desired knowledge and ability.

License(s): Possession of a valid Class C 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 applied in water conservation, landscape architecture and irrigation; water conservation calculations; standard methods of a variety of field tests and surveys related to water consumption; advanced conservation principles and programs commonly used in other water utilities. Supervisory roles and responsibilities.

Ability: Work independently with direction from upper management; understand and effectively carry out general oral and written instructions; give understandable oral and written instructions; instruct, train and supervise personnel in conservation functions; direct departmental staff toward the achievement of given objectives; analyze work activities and problem-solve; operate a computer using word processing, desktop publishing and other standard writing and graphics software; use Excel for data analysis; communicate clearly and concisely, orally and in writing; oversee conservation public information and education programs; edit written materials; interpret information and situations and make recommendations in accordance with applicable policies, regulations and guidelines; maintain effective relationships with those encountered in the course of the work; exercise sound judgment within established guidelines; maintain accurate files and records; 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 Manager will be within the Operations Center or other places of business, including homeowner associations, homes, schools, auditoriums, and clubs, or, on occasion, outdoor speaking engagements.

Within the Operations Center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the workday. There are several pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the Conservation Manager will be traditional Agency office hours of 8:00 am to 5:00 pm with the ability to participate in the Agency's 9/80 schedule; however, due to the nature of the position, the incumbent will be required to travel to different locations both locally and out-of-town 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.