



City of Lake Oswego, Oregon

Job Descriptions

WATER CONSERVATION SPECIALIST

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 166

Job Code: 2049

Class Summary

The Water Conservation Specialist supports the City's water conservation goals by developing, coordinating, implementing and monitoring City water conservation programs. This includes being responsible for ensuring the City's programs are consistent with City, Regional and State requirements and regulations. The position oversees planning and implementation of programs and events, compiling and analyzing data regarding the City's conservation programs as well as leading the marketing of water management and conservation programs for residential, commercial and industrial customers.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Perform or oversee onsite audits, inspections, and studies on facilities in all sectors. Organize and lead team efforts to implement water use management and conservation programs.
2. Represent the City at local, regional and state conservation activities and committees.
3. Monitor federal, state and local requirements and regulations. Collect, analyze and report on compliance of conservation programs and activities. Make recommendations for new or enhanced programs based on findings.
4. Participate in the development of water conservation related material for distribution to schools, businesses and residential water users.
5. Serve as a resource to the community and government organizations regarding water management and conservation programs.
6. Implement special projects and other duties as assigned.
7. Follow-up on implementation of water conservation measures. Establish metrics to evaluate the efficacy of conservation programs and reporting protocols as required by statute.
8. Coordinate the City's participation in regional water conservation activities; and represent the City at a regional level.
9. Develop, monitor and coordinate conservation programs specific to the needs of the water service area; perform community education and outreach activities.
10. Performs other duties of a similar nature and level.

Minimum Qualifications

Knowledge of:

- Water supply system components and their functions.
- Current regulations governing water systems.
- Standard office procedures and practices.
- Computerized record keeping.
- Safety requirements applicable to a public works environment.
- Basic hydraulic principles as they apply to water conservation efforts.
- Plumbing codes, health division regulations, water conservation standards and practices, Lake Oswego standards, policies and procedures.
- Irrigation techniques.
- The use of audits to measure program impact.
- Water related regulations.
- Hardware and software applications related to the functions and operations of the department.
- Related business practices and operations.
- Personal computers and related software applications.

Skills and Abilities to:

- Establish, facilitate and maintain effective working relationships with customers, contractors, vendors, employees, and other agency representatives.
- Use excellent communication skills both verbally and written, including strong public presentation skills, experience developing reports and community education materials.
- Use excellent analytical ability, including the ability to evaluate alternatives and make sound, creative recommendations and present recommendations to individuals from all levels of the City, as well as individuals outside the City.
- Analyze data and prepare reports and utilize a computer to track program costs and water savings.
- Make decisions independently in accordance with established policies and to use good judgment in carrying out tasks and responsibilities with little supervision or guidance.
- Use spreadsheets, databases, and word processing applications at an intermediate to advanced level.
- Compile and maintain comprehensive and detailed records systems.
- Coordinate and implement program requirements.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with an Associates degree in a related field and three years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Landscape Auditor Certification is desired.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.