



# Career Opportunity Vacancy #2275

220 Nellen Avenue Corte Madera CA 94925-1169  
[www.marinwater.org](http://www.marinwater.org)

## Water Conservation Specialist I or II

Open to all interested persons

Salary: Water Conservation Specialist I - \$6,932 - \$8,344/month  
Water Conservation Specialist II - \$7,890 - \$9,461 /month

**Filing Deadline: Tues., 11/2/2021**  
**By 4:30 p.m. for manual submissions;**  
**By 5:00 p.m. for online submissions**

Posted 10/12/2021

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### POSITION DESCRIPTION

The District has one open, full-time position of Water Conservation Specialist I or II in the Water Efficiency Department of the Engineering Division. This position will be staffed at a level commensurate with the qualifications of the selected individual as determined by the District. Interested persons must submit a completed District application and supplemental questionnaire responses to the Human Resources Department no later than the filing deadline.

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### DEFINITION

The Water Conservation Specialist performs water conservation duties, involving water use calculations and analysis.

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### DISTINGUISHING CHARACTERISTICS

The Water Conservation Specialist I is the entry level classification whereas the Water Conservation Specialist II is the journey level classification that establishes water allocations for the more complex accounts and implements water conservation programs, performs various ordinance compliance inspections, performs interior and exterior water consultations and participates in and implements landscape water management and other conservation programs. On a training or emergency basis, the Water Conservation Specialist I may be assigned more complex water conservation duties normally performed by the Water Conservation Specialist II.

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### EXAMPLES OF DUTIES:

Typical duties for all incumbents may include, but are not limited to the following. Please see job descriptions for a more expanded list of duties.

#### Water Conservation Specialist I:

- Researches and analyzes customer's water use records;
- answers consumer inquiries in person and by telephone regarding water use and water conservation programs;
- researches, creates, and maintains records, files, and directories;
- participates in a variety of water management and conservation programs.

#### Water Conservation Specialist II:

- Performs analysis of complex water uses, problem accounts, and major residential and non-residential customers;

- studies and reviews various landscape, grading and irrigation plans for compliance with District ordinances;
- analyzes complex water use problems and makes recommendations as to their resolution;
- performs field inspections for installation of water saving plumbing fixtures and landscape/irrigation components;
- reviews and analyzes consumer's water use records, and establishes annual water budgets;
- compiles and analyzes statistical data.

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## **QUALIFICATIONS FOR EMPLOYMENT:**

### **Water Conservation Specialist I:**

#### **Knowledge of:**

- Basic principles, practices, and methodologies of water conservation;
- principles of basic to moderate mathematical calculations;
- creating/storing word processing and spreadsheet computer files, in a network Windows environment;
- intermediate level database (Access) and strong analytical skills highly desired;
- computer entry and retrieval;
- techniques for effectively interacting with the public, in person and by telephone; and
- proper spelling, grammar, punctuation and writing practices.

#### **Ability to:**

- Make accurate mathematical calculations of moderate difficulty;
- analyze problems, examine alternatives and recommend solutions;
- interpret, apply and explain policies and procedures;
- explain basic water conservation methods and products to the public;
- type with sufficient speed and accuracy to enter data and produce correspondence;
- prepare and maintain clear and concise records, reports and correspondence;
- interact effectively with the public, in person and by telephone;
- operate a variety of standard office equipment including a computer and calculator;
- interview and accurately record customer responses regarding indoor and outdoor water use habits;
- establish and maintain effective working relationships with those contacted in the course of work;
- lift and carry objects up to twenty-five pounds;
- maintain a physical condition necessary for walking, standing or sitting for prolonged periods of time; and
- follow applicable safety rules and regulations.

### **Water Conservation Specialist II:**

#### **Knowledge of:**

- Principles, practices and methodologies of water conservation;
- intermediate level database (Access) and strong analytical skills highly desired;
- principles and practices of horticulture, landscaping, and irrigation systems;
- basic principles of interior plumbing and various water saving plumbing fixtures;
- creating/storing word processing and spreadsheet computer files in a Network Windows environment; and
- proper spelling, grammar, punctuation and writing practices.

**Ability to:**

- Make mathematical calculations of moderate difficulty;
- read and interpret landscape, grading, and irrigation plans and specifications to determine policy and ordinance compliance;
- perform data entry and retrieval at an intermediate skill level;
- proficiently operate a personal computer and utilize word processing, spreadsheet, and database software programs;
- understand, interpret and enforce District policies/ordinances that require field verification inspections to achieve compliance;
- prepare and maintain accurate and detailed records, reports and correspondence;
- perform field measurements, calculations, and sketches;
- analyze complex problems and identify alternatives and recommend solutions;
- establish and maintain effective working relationships with those contacted in the course of work;
- deal effectively and tactfully with consumers and their account representatives and officials;
- lift and carry objects up to fifty pounds; and
- maintain a physical condition necessary for walking, standing or sitting for prolonged periods of time; and
- follow applicable safety rules and regulations.

**Training and Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Water Conservation Specialist I:**

- Completion of twelfth grade or its equivalent; and one year experience in water conservation, or a directly related field; and demonstrated customer relations experience. Landscaping knowledge is desirable, but not required.

**Water Conservation Specialist II:**

- Graduation from an accredited college or university with a bachelor's degree in physical science, landscape architecture, horticulture or closely related field and one year's experience performing residential and/or non-residential landscape audits, water usage investigation and analysis, and related water conservation activities;

**OR**

- Graduation from an accredited college with an associate degree in physical science, landscape architecture, horticulture or closely related field and two years of experience performing residential and/or non-residential landscape consultations, water usage investigation and analysis, and related water conservation activities;

**OR**

- Completion of twelfth grade or its equivalent; and four years of experience performing residential and/or non-residential landscape consultations, water usage investigation and analysis, and related water conservation activities.

### **LICENSES AND/OR CERTIFICATIONS:**

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record; and
  - Possession of an Irrigation Association (IA) Certified Landscape Irrigation Auditor certificate or equivalent is required within twelve (12) months of the date of hire.
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### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

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### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

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### **APPLICATION AND SELECTION PROCESS**

To be considered for this career opportunity, applicants must submit the following information to the Human Resources Department by the filing deadline shown on this announcement:

a. **Properly completed District application.** Clearly state the title of the position for which you are applying.

b. **Supplemental application.** The attached page of supplemental questions will be a primary tool in evaluating qualifications for this position. The responses will be evaluated along with the completed application form. Applications received without completed Supplemental Responses will not be considered.

c. **Resume.** Strongly recommended (see below).

A resume may be included but does not substitute for a completed application. Applicants meeting the minimum qualifications are not guaranteed advancement in the selection process. **It is the sole responsibility of the applicant to show that he/she meets the minimum qualifications in this job announcement.**

**SPECIAL NOTE FOR INTERNAL APPLICANTS:**

NOTE: Please do NOT assume the recruiter or panel members know what you do and what experience you have. It is strongly recommended that you include a resume and clearly show that you meet the minimum qualifications. Do NOT put "see resume".

Screening decisions are based on the application materials submitted. Personnel files, training records, etc. are NOT necessarily accessed and reviewed by Human Resources in determining which applicants will move forward in the process.

The examination process may consist of an application screening, written and/or practical test, and oral and/or final interviews. All applicants will be notified of the disposition of their application. Based upon information provided in the application documents, the applicants presenting the best job-related qualifications will be invited to continue in the process. An eligibility list may result from this examination process.

Applicants who are selected for district employment are subject to a background check conducted by an outside agency and must take and pass a pre-employment/pre-duty medical exam and drug test. Depending upon job duty assignments, the applicant may be required to submit an original California Department of Motor Vehicles driving history. **Current employees are exempt from this requirement.**

**Do NOT submit the DMV driving history until requested to do so.**

You may apply ONLINE through CALOPPS at:

[Click here for the Water Conservation Specialist I or II Job Opportunity](#)

**Online applications are strongly encouraged and will be accepted until 5:00 p.m. on the filing deadline date.**

A manual application packet may also be obtained by calling 415-945-1434. The filing deadline time for manual application and faxed application submissions is 4:30 p.m. on the filing deadline date.

If application materials are faxed, the originals of the submissions must be mailed and post marked by the filing deadline date indicated in the job posting.