



## **Water Conservation Compliance Officer**

**Category:** Classified  
**Pay Grade:** C17  
**Job Code:** 17006

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs specialized administrative regulatory field work monitoring and providing compliance patrols for water restriction field enforcement activities; maintains public contact interpreting, explaining, and enforcing water restriction code regulations; prosecutes ordinance violations.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Performs full range investigations of violations of established water restrictions providing appropriate education information and issuing citations as required;
- Assists in the coordination of enforcement field operational activities and citation processes;
- Reads and interprets maps, aerial photos, surveys, legal documents and descriptions, and diagrams;
- Investigates customer generated complaints of non-compliance of water restrictions;
- Issues violations and citations to violators of local and district water use regulations;
- Testifies in court concerning specific observations of water restriction violations;
- Provides compliance patrols during off-hour periods to ensure community compliance with water restrictions;
- Prepares correspondence in response to findings and correspondence from others and performs other administrative duties as necessary to facilitate compliance;
- Develops and conducts training sessions and informational presentations concerning water restriction enforcement;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Graduation from high school or possession of a GED Certificate; and two (2) years of experience in public contact work or; two (2) years of college or vocational training with coursework in environmental studies, water conservation, or a related field; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of water restrictions and related codes, ordinances, and procedures;
- Knowledge of Business English, arithmetic, and spelling;
- Ability to read and interpret, maps, aerial photos, surveys, height details, sign details, legal documents, legal descriptions, and diagrams;

- Ability to identify deviations from code and department policy requirements;
- Ability to maintain clear and accurate records;
- Ability to express ideas clearly and concisely orally and in writing;
- Ability to meet and work with the general public and to explain regulations clearly;
- Ability to use small office equipment, computers, and highly technical computer applications.

### **PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.