



## **Water Conservation Coordinator**

**Category:** Classified/Excluded  
**Pay Grade:** C27  
**Job Code:** 17008

*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**

This is responsible professional work and public contact work in the planning, design, implementation and coordination of the water conservation program. This position requires a thorough knowledge of departmental programs, procedures and policies, and utilizes extensive initiative, independent judgment and tact. This position is responsible for overall program coordination tasks, provides training and educational presentations, technical assistance, writes press releases and oversees conservation processes. Supervision may be exercised over subordinates and act as a team leader for those performing water conservation duties, assisting customers, and maintaining records. Evening and occasional weekend work may be required. Duties include a high degree of public contact and entail making independent work decisions based on experience and knowledge of departmental operations. This position reports to a manager, supervisor or designee.

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

- Oversees day to day coordination tasks;
- Oversees, implements, enacts, and recommends rules, regulations, policies and guidelines, consistent with ordinances and the Board of County Commissioners;
- Provides educational presentations and technical assistance, writes news articles and press releases, and oversees processes;
- Prepares, creates, and writes bulletins, leaflets, newsletters, and other written information to the department and to the public;
- Coordinates, researches and develops program rules, regulations and guidelines;
- Implements and develops training programs in relation to water conservation;
- Serves as department contact concerning functions and management of water conservation;
- Assists with administrative functions concerning budget, program funding and monitoring expenditures;
- Composes correspondence and reports regarding water restrictions and enforcement activities and procedures;
- Develops methods to gather, analyze, and prepare comprehensive reports that evaluate customer consumption data;
- Serves as contact for news media about water restrictions and enforcement activities and procedures;
- Performs water restriction enforcement field procedures and activities;
- Participates in the selection, placement, promotion, training and discipline of assigned employees;
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

High School diploma or an acceptable equivalency diploma (GED); and Associate's degree in environmental science, conservation, business administration, public relation, public administration or a related field and four (4) years professional experience in the area of assignment; or Bachelor's degree in environmental science, conservation, business administration, public relation, public administration or a related field and two (2) years professional experience in the area of assignment; 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.
- Rotating shift, weekend, holiday, and overtime schedules.
- Employee's name must not appear on the Health and Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

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

- Knowledge of pertinent laws, rules, regulations, policies and procedures relating to Water Conservation;
- Ability to apply computer applications and software;
- Ability to assist in formulating plans, researching resources, establishing timelines, tasks and goals;
- Ability to exercise independent judgment coordinating the efforts of intra/inter departmental personnel involved in all phases of water conservation;
- Ability to plan, supervise, and direct personnel;
- Ability to prepare and maintain detailed reports and records;
- Ability to establish and maintain effective working relationships;
- Ability to relate courteously and effectively with the public and others;
- Ability to formulate and present ideas and topics clearly and concisely;
- Ability to communicate clearly and concisely, orally and in writing;
- Ability to work a flexible schedule as necessary.

## PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. 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.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **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.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.

- 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.
- 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.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

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