

NEVADA IRRIGATION DISTRICT

WATER EFFICIENCY TECHNICIAN I WATER EFFICIENCY TECHNICIAN II Range B01/B21 – BOD 8/11/10

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of highly responsible technical duties in support of the District's water conservation program and water distribution and production activities; to plan, organize, track, implement and report on various District water efficiency, distribution and production programs; to conduct public outreach/education activities regarding District water efficiency, distribution and production programs; and to investigate complaints of water waste.

DISTINGUISHING CHARACTERISTICS

Water Efficiency Technician I: This is the entry level class in the Water Efficiency Technician series. Positions in this class typically have little or no directly related work experience. The Water Efficiency Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Water Efficiency Technician II: This is the journey level class in the Water Efficiency Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Water Efficiency Technician I

Receives immediate supervision from the Customer Service Administrator.

Water Efficiency Technician II

Receives general supervision from the Customer Service Administrator. May provide technical supervision over the Water Efficiency Technician I.

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Water Efficiency Technician I/II

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform a variety of technical duties in support of water use programs, including but not limited to, the conduct of residential and non-residential water use audits, performance of drought response activities, and water efficiency, distribution and production program implementation activities.
2. Assist with the development, implementation, and administration of a variety of District water use efficiency programs; participate in special projects as directed.
3. Identify and make recommendations for improving irrigation efficiency and scheduling at customer site locations; assist in promoting Best Management Practices (BMP) related to efficient water usage.
4. Gather and review data and prepare written reports to site owners and/or property managers, providing suggestions for more efficient water use methods; respond to customer inquiries or complaints and provide technical assistance regarding irrigation water use issues.
5. Attend and make presentations at schools, fairs, workshops, or other community events to promote water use efficiency; provide information and education related to water conservation methods; develop public information materials relative to various District conservation programs; represent the District at various public meetings.
6. Prepare technical documents and reports including those related to mandated BMP monitoring and tracking requirements; prepare and maintain statistical records related to customer water usage.
7. Investigate complaints regarding water waste; enforce District rules and regulations and recommend fines as appropriate.
8. Research grant programs related to District water use efficiency programs and review District eligibility; prepare draft proposals and assist in the technical administration of awarded grants.
9. Assist with receiving and responding to customer service calls and dispatch appropriate personnel; research and respond to customer service inquiries and complaints in a professional and courteous manner; assist customers with services applications; assist with the patrol of water distribution facilities, as assigned.
10. Represent the District at various public meetings as they relate to assigned water use programs.

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Essential Functions: *(Continued)*

11. Receive customer service calls and dispatch to appropriate personnel; respond to customer service inquiries and complaints in a professional and courteous manner; assist customers with service applications; assist in the patrol of water distribution facilities.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

QUALIFICATIONS

Water Efficiency Technician I

Knowledge of:

Methods and techniques of making formal and informal public information and educational presentations.

Technical report writing and basic statistical record compilation.

Mathematics sufficient to conduct accurate efficiency surveys and audits.

Principles and practices of effective customer service.

Modern office equipment including use of applicable computer applications.

Basic supply and demand, residential, agricultural, commercial, industrial and landscaping water uses and measures.

Basic practices and methods of conducting water efficiency surveys and audits.

Ability to:

Learn to perform technical duties related to water efficiency surveys and audits, and support operational programs.

Track and report technical program data.

Prepare and make effective public presentations.

Make mathematical calculations of moderate difficulty.

Record and maintain statistics and prepare routine reports.

Operate and use modern office equipment including a computer and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Work after hours night call on normal workdays, weekends, and holidays to assess emergency situations and dispatch needed personnel.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

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Water Efficiency Technician I/II

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

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

Experience:

One year of water conservation, measurement, and customer service experience.

Education:

Equivalent to an Associate's degree from an accredited college with major course work in water resources, water science, water conservation, irrigation system design, or related field.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Possession of a Grade I Water Use Efficiency Practitioner certificate issued by the State of California within 12 months of appointment.

Possession of a California Department of Public Health Water Distribution Operators Certification, Grade 1 (D1) within 12 months of appointment.

Water Efficiency Technician II

In addition to the qualifications for the Water Efficiency Technician I:

Knowledge of:

Practices and methods of conducting water efficiency surveys and audits.

Irrigation scheduling related to providing the most efficient use of water resources.

Principles and practices of program development related to water efficiency programs.

Pertinent local, State and Federal laws, ordinances and rules.

Basic principles of program budget monitoring.

Supply and demand, residential, agricultural, commercial, industrial and landscaping water uses and measures.

Principles and methods of water efficiency surveys including routine analysis and reporting requirements.

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Water Efficiency Technician I/II

Ability to:

Assess and resolve programmatic issues.

Understand, interpret and apply principles and procedures associated with District water efficiency programs and operational programs.

Provide technical advice and assistance to District customers.

Prepare routine statistical reports.

EXPERIENCE AND EDUCATION GUIDELINES

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

Experience:

Two years of responsible experience similar to Water Efficiency Technician I with the Nevada Irrigation District.

Education:

Equivalent to an Associate's degree from an accredited college with major course work in water resources, water science, conservation, irrigation system design, or related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a Grade II Water Use Efficiency Practitioner certificate issued by the State of California.

Possession of a California Department of Public Health Water Distribution Operators Certification, Grade 2 (D2).

WORKING CONDITIONS

Environmental Conditions:

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

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Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand operations activities, and observe safety rules; intermittently analyze problem equipment; identify and locate areas; interpret work orders; remember equipment location; and explain jobs to others; handle conflict.