



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Director of Water Use Efficiency
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GENERAL PURPOSE

Under policy direction, develops, plans, organizes, directs and implements the District's comprehensive Water Use Efficiency (Conservation) Program, with an emphasis on landscape irrigation and California friendly horticulture/landscape design, oversees, scopes, and coordinates the work of consultants engaged in water use efficiency related studies, and special projects; ensures effective and efficient high-quality work in support of the District's water use efficiency programs; and performs related duties as assigned. Represents the District at multiple local, state, and federal forums and regulatory settings. Also supports the development and use of recycled water.

DISTINGUISHING CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Water Use Efficiency Department as well as development and administration of departmental policies, procedures, and services. This class provides assistance to executive management on a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the District's Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Assistant General Manager of Planning, Engineering, and Construction. Exercises direct supervision over management, professional, technical, and administrative staff through subordinate levels of supervision.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related or a logical assignment to this position.

- Provides supervision to the Principal Water Resources Specialist and Water Resources Manager and other professional and administrative staff.
- Plans, organizes, controls, integrates, and evaluates the work of the Water Use Efficiency Department; directs and manages the work of internal staff and contracted professional services supporting comprehensive program areas including water use efficiency and conservation programs; ensures programs are designed and administered to meet the District's needs.
- Develops, implements, and administers comprehensive programs, policies, guidelines, and procedures related to the District's water use efficiency programs.
- Manages and directs the development, implementation and evaluation of short and long-term plans, policies, systems, and procedures to achieve annual goals, objectives and work standards focused on achieving the department's mission and assigned priorities.
- Analyzes, develops, and implements cost-effective regional and agency-specific water use efficiency programs consistent with or equivalent to the Best Management Practices, including the identification, evaluation, and implementation of measures essential to the efficient use of the District's water supplies.
- Coordinates with retail agencies and regional partners on implementation of the District's water use efficiency programs to promote water use efficiency.
- Participates in the development of and monitors performance against the department's annual budget; negotiates contracts and agreements for contracted professional services.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Selects, trains, motivates, and directs department staff; establishes performance requirements and personal development targets; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions.
- Leads and participates on District technical committees pertaining to water use efficiency programs.

- Coordinates with other Department staff to provide public information, educational programs, and presentations regarding water use efficiency.
- Directs the preparation of a variety of water conservation projects, studies and reports relating to current and long-range District water resources strategic needs and develops specific proposals to meet them.
- Oversees coordination and administration of federal and state grant activities, including development of grant proposals, administering grant agreements, managing grant budgets, and submitting grant reports, and evaluation.
- Coordinates with other Department staff to support new development and promote water use efficiency in a growing service area.
- Plans and directs project management activities for a diverse range of special projects including the preparation of scopes of work, plans, and schedules; coordinates project monitoring programs.
- Provides technical assistance to staff; reviews, evaluates and approves water use efficiency programs prepared by District staff and consultants; recommends and coordinates project changes as needed.
- Oversees and coordinates the selection of consulting firms; negotiates the scope of work for incorporation into contracts and agreements; manages and inspects the work of consultants to ensure work quality and compliance with District contractual agreements.
- Analyzes proposed state and federal law, regulations, and court decisions for their impact on District practices and operations; recommends and implements policy and procedure changes consistent with requirements.
- Within assigned areas of accountability, serves as the District's representative to professional, industry and community groups and customers and to other agencies, organizations, and individuals.
- Prepares, reviews, and presents staff reports, various management and information updates, project status reports, business correspondence and related written documentation.
- Directs or conducts research and analysis of the District's needs and requirements in assigned areas of responsibility, recommends appropriate actions, and implements programs.
- Ensures staff observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Applies continuous improvement principles in the deployment of branch and department business plans, processes, and performance measures, ensuring that they align with the District's Strategies and Operational Plans.
- Participates in organizational performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the division, department, or branch.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental performance indicators in making decisions.
- Establishes performance criteria for assigned staff.
- Ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's guiding principles and adhere to the District's ethics policy.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies, and operational needs of the assigned areas of responsibility.
- Principles and practices of leadership.
- Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
- Organization, function, role, and authority of a public agency Board of Directors.
- Principles and techniques of working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of water use efficiency and conservation program development and implementation.

- Water conservation methods and techniques, including accepted industry practices for conducting water audits; principles, practices, techniques, and products used by other agencies in water conservation programs; residential and commercial consumption patterns; plumbing fixtures; and irrigation systems and advanced landscaping techniques.
- Model Water Efficient Landscape Ordinance and climate appropriate plants and landscapes for southern California.
- Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
- Principles and practices of contract management and administration.
- Research methods and analysis techniques.
- District personnel rules, policies, and labor agreement provisions.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of process mapping (control).
- Practices of structured problem solving.
- The Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Plan, direct, oversee and manage the staff and operations of comprehensive water use efficiency and conservation programs.
- Develop and implement goals and objectives, practices, policies, procedures, and work standards.
- Understand, interpret, explain, and apply District, state, and federal policy, law, regulation, and court decisions governing assigned areas of responsibility.

- Provide administrative, management and professional leadership for the District and department.
- Present proposals and recommendations clearly and logically in public meetings.
- Plan and direct regional water use efficiency and conservation programs.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, various business, professional and regulatory organizations, and in meetings with individuals.
- Represent the District effectively in project contract negotiations.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- Use the seven continuous improvement categories and the core values as building blocks for department operations.
- Define and explain key processes and business requirements within the department.
- Develop and deploy strategic plan elements and key performance measures consistent with District goals.
- Develop and maintain continuous improvement in all areas of operations.
- Develop and monitor performance standards for all divisions within the department.
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole.
- Track and monitor department performance.
- Make sound decisions based on departmental performance indicators.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Eight (8) years of progressively responsible experience in water use efficiency and conservation programs for a public water utility, four (4) of which should be in a management capacity.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in water resources planning or a related field.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Director of Water Use Efficiency
Last Update: June 2022

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>June 15, 2022</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Director of Water Use Efficiency. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____