

**JOB DESCRIPTION**  
**Recycled Water Program Coordinator**  
**Code Number: 16005**

**GENERAL PURPOSE**

Under direction, coordinates the Recycled Water Program to ensure compliance with District Ordinances, California Department of Public Health (CDPH) and State regulations regarding the use of recycled water and internal coordination among related departments; independently performs administrative and billing services for the District's recycled water program; performs research, provides information and routes service applications and related plans and documentation for review; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single incumbent class independently performs detailed and highly responsible work in administering and coordinating the activities of the Recycled Water Program. This position may be assigned lead supervisory duties over administrative support personnel. Assignments require close coordination and customer contact with engineers, developers, contractors, and property owners. The incumbent coordinates with other District personnel in ensuring compliance with District and regulatory requirements. The incumbent is responsible for monitoring, tracking coordinating, and inspecting new and existing projects. The work requires a thorough knowledge of recycled water rules and regulations, policies, and procedures and the use of initiative and judgment carried out with a high degree of accuracy.

**ESSENTIAL 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 class.*

Coordinates, recommends, develops and designs various elements of the Recycled Water Program; monitors a variety of agricultural, commercial and municipal use areas to ensure compliance with District and regulatory requirements regarding quantity and use of recycled water and distribution; determines through the coordination of involved departments the feasibility for service for users; processes applications for service and maintains current waiting lists; investigates complaints regarding the use of recycled

water and enforces compliance with relevant ordinances and regulations; schedules and prioritizes workload and sets compliance deadlines.

Coordinates onsite inspections to ensure compliance with approved plans.

Assists in promoting the expanded use of recycled water; receives requests from developers, contractors and property owners regarding the District's Recycled Water Program; contacts Water Operations staff to determine the availability of recycled water; contacts Customer Service to estimate fees and charges; maintains a list of potential recycled water customers and uses.

Constructs and maintains excel spreadsheets and graphs for recycled water reports; drafts recycled water monthly use reports from the COINS sales printout and distributes to other departments.

Processes some billing information into the COINS billing systems for each service; calculates billing adjustments for special rates and water use incentive programs.

Promotes the sale of recycled water to District customers; develops or assists in developing incentives to customers to use recycled water for appropriate, permissible purposes; prepares and revises standard recycled water agreements jointly with Water Operations and Resource Development; monitors recycled water production, use and storage and works with other departments to resolve customer use and water availability; establishes annual and seasonal allocations of recycled water by service area and individual customer.

Analyzes water supply availability and makes recommendation regarding allocations and future market planning.

Schedules and coordinates activities with customers and other District personnel.

Represents the interests of the District at workshops, seminars, committees and outside organizations.

May provide lead supervision to administrative support personnel assigned to the recycled Water Program.

Serves as District staff representative on the Recycled Water Advisory Committee.

Responds to customer requests for information in-person and by telephone and fax; quotes recycled water rates.

Provides training and informational meetings with District staff.

Performs other related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

An extensive understanding of the physical recycled water distribution system, its operation and most likely problems; District Water and Sewer Rules and Regulations; District policies, procedures and practices applicable to the installation and approval of a variety of services, with particular emphasis on recycled water; chemical constituents and biological effects of the use of recycled water; basic engineering and construction terminology; customer service practices and etiquette; standard office practices and procedures including recordkeeping and filing; sound business communication practices; correct English usage, including spelling, grammar and punctuation; policies and procedures for billing, credit and collections; the operations, uses and requirements of COINS; regulatory guidelines cross connection, permitting requirements, decision making, planning and marketing of program.

### **Ability to:**

Prepare clear and concise records, reports, correspondence and other written materials; operate standard office equipment; organize work, set priorities and exercise sound independent judgment in applying complex District rules, policies and procedures regarding recycled water applications, installations, rates, and rules; read and interpret plumbing blueprints, irrigation plans, drawings, specifications and technical manuals; and make decisions using available information and sound judgment; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; communicate effectively, orally and in writing; participate in department efforts and identify future customer and facility.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of increasingly responsible development services, billing, central control, or water operations experience providing a familiarity with the District's recycled water program; or an equivalent combination of training and experience.

Graduation from a four year college or university with an emphasis in chemistry, environmental science, or a closely related field, and at least one year of experience in water distribution, or water quality, is desired but not required.

### **Licenses; Certificates; Special Requirements**

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

## **PHYSICAL AND MENTAL DEMANDS**

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

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; and walk or sit. Employees must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials, other District staff, and customers who may be upset or dissatisfied.

## **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 under typical office conditions, and the noise level is usually quiet.

**FLSA DETERMINATION:** Non-exempt.