

**CITY OF LINCOLN**  
**WATER EFFICIENCY SPECIALIST I/II**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, the **Water Efficiency Specialist** performs semi-skilled and skilled duties in support of the City's water conservation program. Assists in the training and technical supervision of entry-level positions if assigned and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

**Water Efficiency Specialist I**

The **Water Efficiency Specialist I** is the entry level class in the Water Efficiency series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform duties of a more routine nature and learn City policies and specific methods and techniques of operation and maintenance of the City's water system with an emphasis on water efficiency. Incumbents may advance to the higher-level after gaining experience, obtaining required certifications and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

**Water Efficiency Specialist II**

The **Water Efficiency Specialist II** is the journey level class in the Water Efficiency Specialist series. Incumbents assigned to this are required to be highly trained and knowledgeable in all procedures related to assigned areas of responsibility. Distinguished from other classes within the series by the possession of required education, certification, and by the knowledge and ability to perform the full range of duties assigned at a proficient and independent level including assuming responsibility of the water efficiency programs in the absence of the Supervisor.

**SUPERVISION RECEIVED/EXERCISED:**

**Water Efficiency Specialist I**

Receives immediate supervision from the Utilities Maintenance Supervisor. May receive functional and technical supervision from a Senior Water Technician or Water Efficiency Specialist II. Incumbents in this classification do not routinely exercise supervision.

**Water Efficiency Specialist II**

Receives general supervision from the Utilities Maintenance Supervisor. As required, may exercise technical and functional supervision over assigned staff.

## **ESSENTIAL FUNCTIONS:**

The following duties are typical for this classification series. These duties include but are not limited to the following.

- Assist in the implementation of the City's water efficiency programs.
- Monitor water consumption of residential and non-residential customers; conduct field inspections and investigations to ensure compliance with the City's water ordinances, codes, policies, regulations, and water efficiency guidelines; explain codes, laws, policies, and regulations pertaining to water waste to customers; issue warnings and initiate water shut-offs to correct water waste problems.
- Educate the public, businesses, landscape managers, and City customers on water efficient irrigation practices, irrigation controller programming, irrigation designs and practices, and watering requirements which may include making presentations at a variety of public events.
- Investigate leaks to determine origin and party responsible for repair.
- Resolve wasteful water complaints and maintain accurate records of response, description, and resolution of wasteful water calls.
- Assist with troubleshooting irrigation systems to include setting sprinkler controls helping to adjust times and days as needed.
- Collect samples, perform laboratory analytic coordination and report/record sample results as assigned.
- Coordinate with City departments and divisions to evaluate City-owned facility plumbing and irrigation systems to ensure optimal operations and water efficiency.
- Assist with and as assigned conduct research to compile and assemble data to produce statistical, historical and analytical documents regarding water consumption for residential and non-residential customers; complete various regulatory reports as assigned.
- Assist in the administration and coordination of special events, trainings, programs or projects; develop or assist in developing reports, presentations, correspondence, informational brochures, flyers, and promotional materials regarding water efficiency.
- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties; may provide lead direction to entry level staff; respond to after-hours call-outs if assigned.
- Coordinate with other City departments and divisions regarding implementation of water efficiency program elements such as those related to metering and water measurement, usage and billing, and customer service.

- Respond to questions and concerns from the general public regarding water service issues; provide information as is appropriate; resolve complaints and investigate complaints or claims against the City.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the

performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position works in all weather conditions including wet, hot and cold. The incumbent may use chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, and drive motorized vehicles.

**QUALIFICATIONS** (The following are minimal qualifications necessary for entry into the classification.):

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Water Efficiency Specialist. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Water Efficiency Specialist I**

One year of increasingly responsible experience performing water efficiency activities or in operation and maintenance of a water distribution system or work involving landscape and/or irrigation design and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain a valid Class C California driver's license. Possession of or ability to obtain within one year of hire, a valid **Water Distribution Operator Grade I** certificate issued by the California Department of Health Services and a **Water Use Efficiency Practitioner Grade I** certification issued by the American Water Works Association.

**Water Efficiency Specialist II**

Two years of increasingly responsible experience in operation and maintenance of a water distribution system, a water efficiency program, or in work involving landscape and/or irrigation design, and a high school diploma, or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a valid **Water Distribution Operator Grade I** certificate issued by the California Department of Health Services, a **Water Use Efficiency Practitioner Grade 2** certification issued by the American Water Works Association, and a

**Certified Landscape Irrigation Auditor** certification issued by the Irrigation Association or equivalent certifying agency.

**KNOWLEDGE/ABILITIES/SKILLS** (The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and the II levels.):

**Knowledge of:**

Methods, materials, tools and equipment used in water system operation and maintenance, especially as related to water conservation practices and techniques; principles and practices of landscape management methods for residential and non-residential applications; basic operational characteristics of water facility equipment, including, piping, valves, and meters; methods and techniques of making formal and informal public presentations; principles and practices of water efficiency programs, techniques, and mathematical analysis; applicable federal, state and local laws, codes and regulations; operating characteristics and safety requirements for operation of equipment; proper lifting procedures; methods and techniques for record keeping; basic principles of mathematics; occupational hazards and standard safety procedures.

**Ability to:**

Provide technical assistance in implementation of the City's water efficiency programs; respond to issues and concerns from the community; interpret, explain and apply applicable laws, codes and regulations; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; operate a variety of vehicles, and power and hand tools; perform manual labor for extended periods of time; maintain a variety of records; make adjustments to standard operating procedures as is appropriate; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and water related software applications; safely and effectively operate a variety of maintenance and testing equipment used in the operation of potable water systems.

**FLSA:** Non-Exempt

**Employee Group:** Classified

**Adopted:** 01/18/2024