



City of Tempe

WATER CONSERVATION PROGRAM COORDINATOR

JOB CLASSIFICATION INFORMATION

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|--|------------|--------------------------------|--|
| <i>Job Code:</i> | 620 | <i>Department / Division:</i> | Municipal Utilities |
| <i>Supervision Level:</i> | Supervisor | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Water Conservation Program Coordinator |
| <i>Safety Sensitive / Drug Screen:</i> | No | <i>Physical:</i> | Yes |

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general direction from the Water Resources Manager.

Exercises supervision and direction to assigned staff.

MINIMUM QUALIFICATIONS

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|---------------------------------|---|
| <i>Experience:</i> | Three (3) years of program management and development experience, including one (1) year of supervisory or lead experience. Public outreach/education is preferred. |
| <i>Education:</i> | Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration, environmental management or a degree related to the core functions of this position. |
| <i>License / Certification:</i> | Possession of a valid driver's license. |

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. Related to water conservation: To perform a variety of complex and highly responsible professional administrative duties involved in the study, planning, development and implementation of systems, programs, policies, procedures and practices; Develop, coordinate, monitor, evaluate and implement programs to increase public awareness, involvement and participation; Educate the public on various programs to include water resources and water conversation as an integral part of the city's Water Utilities function; Evaluate operations and activities in assigned area of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Advance Tempe's water conservation program to increase water use efficiency for residents, public businesses and City facilities; effectively communicate the goals and objectives of the water conservation program to the public and City staff
- Recommend and implement new water conservation tactics, systems and practices to advance the goals of the water conservation program.
- Develop and coordinate distribution of marketing to increase public awareness, involvement and participation in Tempe's Water Conservation Program.
- Conduct and coordinate water consultations for all customer types.
- Support the on-going development of the multifamily residential water conservation program, which includes developing and communicating water budgets to Homeowner's Associations and supporting neighborhood efforts related to water conservation.
- Review landscape and construction plans associated with new non-residential construction and landscape conversion rebates to ensure consistency with Federal, State and local regulations.
- Monitor and enforce Water Conservation Ordinances; respond to requests and inquiries from the public and other city departments related to water conservation; investigate water wasting complaints and recommend corrective actions.
- Organize and schedule xeriscape classes; assist with the public viewing of the Xeriscape Demonstration Garden.
- Develop, promote, and collaborate with experts to produce water conservation workshops for the public.
- Promote effective and appropriate maintenance techniques for Water Utilities landscapes; ensure workgroup landscape staff maintains Water Utilities landscapes appropriately.
- Coordinate the efforts of contractors that produce and present water conservation related material to elementary school children; deliver classroom presentations upon request for kindergarten through twelfth grades.
- Promote public-private partnerships and grants and opportunities that increase water efficiency related to specific changes to business operations.
- Utilize water use data and statistics to analyze the efficiency of the water conservation program; utilize best management practices that track water conservation efforts associated with water savings; provide information and reports as required.
- Prepare cost estimates for annual budget recommendations and submit justification for budget items; monitor and control expenditures; advise managers and other administrative personnel on budget issues, policies and procedures.
- Produce monthly, quarterly, semi-annual, annual reports for internal and external use.
- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies.
- Periodically review organizational goals and objectives; establish and discuss job duties and performance expectations for direct reports; set performance goals for employees supervised.

| COMPETENCIES | | |
|--|-----------------|--|
| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |
| <p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p> | | |

| JOB DESCRIPTION HISTORY |
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| <i>Effective April 2023</i> |

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Water Conservation Program Coordinator

Job Code: 620

| VEHICLE OPERATION | YES | NO |
|---|-----|----|
| Will this position drive a City vehicle? | X | |
| Will this vehicle require a Commercial Drivers License? | | X |

| | Never | Occas. | Freq. | Contin. |
|--------------------|------------|---------------|----------------|-----------------|
| | 0% of time | 1-35% of time | 36-65% of time | 66-100% of time |
| ENDURANCE | | | | |
| Sit | | | X | |
| Stationary / Stand | | X | | |
| Move / Traverse | | X | | |

| WORK WITH OR EXPOSURE TO THE FOLLOWING | | | | |
|--|---|---|--|---|
| Machinery* | X | | | |
| Electrical* | X | | | |
| Power Tools* | X | | | |
| Hand Tools* | | X | | |
| Personal Protective Equipment* | X | | | |
| Fumes | X | | | |
| Computer Software | | | | X |
| Chemicals | X | | | |

| ENVIRONMENT | | | | |
|----------------------------|---|---|---|---|
| Indoors | | | X | |
| Outdoors | | X | | |
| Working in or around water | | X | | |
| Extreme Heat | | X | | |
| Extreme Cold | | X | | |
| Office Setting | | | | X |
| Confined Spaces | X | | | |
| Excessive Noise** | X | | | |
| Heights | X | | | |
| Sewage Exposure | X | | | |
| Bodily Fluid Exposure | X | | | |

| VISION REQUIREMENTS | YES | NO |
|--|-----|----|
| Close (clear vision at 20 inches or less) | X | |
| Distance (clear vision at 20 feet or more) | X | |
| Color (ability to identify and distinguish colors) | | X |
| Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships) | X | |
| Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point) | X | |
| Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus) | X | |
| No Special Vision Requirements | | X |

| Maximum LIFT / CARRY | Lift | Carry |
|----------------------|------|-------|
| 5-25lbs | | |
| 26-50lbs | X | X |
| 51-75lbs | | |
| 76-100lbs | | |

| Maximum PUSH / PULL | Push | Pull |
|---------------------|------|------|
| 5-25lbs | | |
| 26-50lbs | X | X |
| 51-75lbs | | |
| 76-100lbs | | |

| MOVEMENT | YES | NO |
|-------------------------|-----|----|
| Bend / Stoop / Twist | X | |
| Crouch / Squat | X | |
| Kneel / Crawl | X | |
| Above Shoulder Level | | X |
| Below Shoulder Level | X | |
| Repetitive Arm Use | | X |
| Repetitive Wrist Use | | X |
| Repetitive Hand Use | | X |
| Climb Stairs / Ladders | X | |
| Neck Range of Motion | X | |
| Traverse Uneven Surface | X | |
| Traverse Even Surface | X | |

| ADDITIONAL CONSIDERATIONS: |
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| - May require working extended hours. |
| - May work alone for extended periods of time. |

| *DEFINITIONS/EXAMPLES |
|---|
| Machinery: bucket truck, riding mowers, backhoe etc. |
| Electrical: wiring, outlets, fuses etc. |
| Power Tools: push mowers, jackhammers, drills, chainsaw etc. |
| Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc. |
| Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc. |

**** Hearing test is required**