

WATER CONSERVATION COORDINATOR

MAJOR FUNCTION

This is a professional and specialized position that provides the Marion County Transportation Department with planning, managerial, and educational services related to implementing a comprehensive, goal-based water conservation program for the Marion County Board of County Commissioners. Employee performs essential functions as outlined herein according to the assigned functional area.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Work involves program development, implementation and coordination, public education, assistance in managing conservation projects, preparing updates and reports, researching data and information, and providing input and recommendations on water conservation projects and initiatives. The employee will coordinate with other county departments and external government agencies to ensure consistent, efficient and effective deployment of water conservation messages, resources and services throughout the County.
- Prepares comprehensive, goal-based water conservation program for Marion County, with goals, objectives, action steps, measures, and timelines.
- Develops and monitors strategies and schedule for implementing water conservation program components. Evaluates, measures, and reports progress towards achieving program goals and objectives; prepares reports; implements improvements where needed
- Assists in developing and monitors budget expenditures for water conservation program.
- Establishes and maintains working partnerships with personnel from the Marion County Utility Department, Extension Services, other County departments, and the St Johns and Southwest Florida Water Management Districts, to promote water conservation.
- Conducts research, analyzes data, and develops recommendations and observations regarding water conservation issues; prepares written and oral reports to upper management
- Investigates and applies for grant and cooperative funding from water management districts to help fund education, rebate, reuse and other water conservation projects.
- Coordinates and develops activities that build on and complement the County Extension Services Yards and Neighborhoods Program, water management district conservation programs, and Marion County Utility Department conservation programming.
- Presents water conservation information and organizes exhibits for schools, trade shows, community events, and civic groups.

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- Develops press releases, brochures, newsletters, and other information materials to gain public support and action for voluntary water conservation programs. Communicates the Board's conservation goals and objectives to the public and private sectors.
- Represents Marion County on local and regional water conservation committees, councils, etc, as assigned.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no employee supervisory responsibility, but does have oversight responsibilities for designated projects. Employee reports the activities and progress of assigned projects to management. Occasionally functions as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. May provides guidance, advice, and assistance to others on work assignments.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Minimum 4-year college degree in environmental science, natural resources management, environmental education, or a related environmental or professional planning curriculum in natural resources or environmental conservation, plus a minimum of two years related experience; or equivalent combination of education and experience.

Licenses

Possession of a valid Florida Drivers License.

Certifications

Certification as a Landscape Irrigation Auditor and Florida Water Star Certifier, or ability to obtain such within six months, or the possession of an equivalent level of training and experience.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to express oneself clearly and concisely, both orally and in writing,

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- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedure, and governmental rules and regulations.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to produce correspondence, plans, reports, educational materials and other documents using proper sentence structure, punctuation, grammar and spelling.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, and members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to use basic algebraic and geometric principles and equations, and apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Collect and interpret complex data to determine program and process results, and conduct alternatives analyses.
- Participates in development of policy, programs, plans, or procedures.

Specialized Skills and Abilities

- Knowledge of the principles and practices of water conservation, planning and management.
- General knowledge of the federal, state, and local codes and regulations pertaining to water management, indoor and outdoor water conservation, and landscape practices.
- Ability to read and interpret technical written and graphically presented material; includes ability to read text, identify themes, make inferences, and draw conclusions which accurately reflect the material.

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- Strong skills in formulating and developing public information resources.
- Ability to effectively organize, plan, manage, coordinate and sustain projects.
- Strong ability to prioritize tasks and meet multiple project timelines.
- Proficient skills and knowledge in the use of computers, including spreadsheet, word processing, database and graphics software.
- Ability to build and maintain effective communications and working relationships with associates, subordinates, public officials, representatives of other agencies, and members of the general public.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns.
- Ability to research legislation and determine the effects upon the on-going planning program.
- Ability to supervise a small group of professional, technical and clerical personnel.
- Ability to conduct lectures and presentations to various age groups, including citizens groups and elementary to high school-aged students.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and lift up to 50 pounds and will occasionally be required to lift up to 100 pounds. Special vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and outdoor weather conditions. The typical noise level for this environment is moderate.

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| Established: 3/2009 Pay Grade: 17 |
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| Category: 3 Status:E |
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Job Description Number: 3189

Revised: