

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 425

REUSE OUTREACH & WATER CONSERVATION COORDINATOR

GENERAL

Responsible work managing the Utility's water conservation and OASIS (reuse water) programs. Must demonstrate passion and commitment for water conservation and reuse water issues. Work is performed under general direction.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Implements and manages water conservation and OASIS programs, including the customer connections program
- Designs, conducts and supervises public outreach and public education on programs such as workshops and school programs, developing presentations, brochures and other media to support outreach
- Evaluates and tracks the effectiveness of conservation measures
- Assesses and reports on water use patterns, demands and projected water needs
- Provides program updates for the City webpage and develops and implements marketing efforts
- Writes and administers grants in support of water conservation and OASIS programs
- Coordinates with other City departments, regulatory agencies and the public relating to conservation and reuse issues
- Performs related work as required, with occasional evenings and weekends in conjunction with outreach events
- Assists with efficiency initiatives such as Effective Utility Management and other programs

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current water conservation techniques required
- Working knowledge of water regulations related to utilities, consumptive use permits, water supply reuse issues, demand management and building codes related to plumbing preferred
- Strong written and oral communication skills, including public speaking required
- Strong organizational skills and meticulous record keeping ability required
- Ability to speak effectively to large groups and designing and conducting PowerPoint presentations.
- Ability to operate MS Office programs and to become proficient with H.T.E. system
- Ability to work with other City departments, regulatory agencies and public groups
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

MINIMUM QUALIFICATIONS

Bachelor's degree with major coursework in communications, journalism, science, business administration, planning or public relations. Experienced speaking effectively to large groups and designing and conducting PowerPoint presentations. Three years of experience working with conservation programs and water utilities (reuse preferred).

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, computer and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record. Incumbent will be required to work extended hours during and after hurricanes or other disasters.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bargaining Unit: Non Bargaining

FLSA: Exempt

Classification: 23/50

Location: Utility

GERS: Regular Class

Created: Randy Brown