



## **Internal/External Employment Opportunity**

- JOB TITLE:** Water Use Efficiency Manager
- JOB STATUS:** Exempt
- PAY RANGE:** \$7,740 - \$10,417 per month, dependent on qualifications
- CLOSING DATE:** Open Until Filled, First review on Friday, July 11, 2014
- DUTIES:** This position is responsible for the planning and management of the District's programs, policies, and initiatives pertaining to the efficient use of water and conservation efforts to ensure high performance using a customer oriented approach that supports achieving water efficiency goals and objectives. The program will also provide support for water resources planning and development, including recycled water development, development of the Urban Water Management Plan and Long Range Water Resources Plan. Incumbent will represent the District at community events while engaging with outside agencies, vendors and the public regarding water conservation issues, water resource policy, and regional initiatives. Incumbent will actively work with individual customers and groups of customers to educate, gain greater efficiency, promote and implement water use efficiency programs and policies. The Water Use Efficiency Manager will supervise employees reporting to this position, including but not limited to selection, counseling, and training, review of performance, and recommendation of salary adjustments, promotions and disciplinary action as well as supervise the training of new water efficiency staff on conservation practices and programs, customer satisfaction, use of computer systems, District organization and functions.
- QUALIFICATIONS:** A Bachelor's degree or equivalent with emphasis on physical sciences, environmental planning, business or related field; a Master's degree is preferred; and, five years of increasingly responsible experience in the water conservation field. An additional five years of relevant work experience may be

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substituted for educational requirements. Must possess: the Water Conservation Practitioner Level 1 certification, or obtain it within 18 months of job placement; excellent written and oral communication skills; and, a valid California driver's license and maintenance of a safe driving record. Must have knowledge of current techniques, devices, practices, and industrial processes related to water conservation. Must have the ability to: market and implement effective water use efficiency programs; read and interpret complex technically written materials; attend meetings and make presentations on behalf of the District; use tact, discretion, patience and understanding in dealings with staff, customers and the public; and, effectively handle sensitive customer and employee situations.

### **PHYSICAL REQUIREMENTS:**

Position requires occasional stooping, bending, climbing, lifting, walking, reaching and the ability to carry and lift materials and objects weighing up to 35 pounds. In addition, this position requires travel by automobile to conduct District business, oral communication with District management, coworkers, and District customers in face-to-face, one-on-one, and group settings, regular use of the telephone for communication, operation of office equipment such as computer terminals, copiers, and facsimile machines; sitting for extended time periods and hearing and vision within normal ranges.

### **APPLICATION PROCEDURE:**

Internal Candidates: Please obtain a job bid form from the Human Resources Department.

External Candidates: Please complete a District Application for Employment, which can be obtained from our website at [www.mnwd.com](http://www.mnwd.com).

Please submit your resume with your completed job bid form or application to the Human Resources Department by 4:00 p.m. on Friday, July 11, 2014 to be considered in the first review of applications.