GENERAL DESCRIPTION
The Water Conservation Manager is a high-profile position, and manages the daily operations and budget for the Water Conservation Office, including, administering rebates, developing public education and outreach campaigns, developing state-of-the-art improvements to water conservation methods and applications, educating the public about water use restrictions and enforcing of water use violations; and provides oversight and guidance to conservation office staff, as well as technical assistance.

SUPERVISION RECEIVED
Works under the general guidance and direction of Water Resources and Conservation Manager.

SUPERVISION EXERCISED
Provides general supervision and oversight to water conservation office staff.

NATURE OF WORK

Essential Functions: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages and supervises all Water Conservation, Compliance and Educations functions.
- Plans, organizes and directs all phases of Santa Fe’s nationally recognized comprehensive water conservation program
- Manages programs to educate and incentivize Water customers to reduce overall per capita water consumption.
- Coordinates water conservation data collection, research, analysis, and implementation efforts as required.
- Manages resources including full-time and temporary staff and the budgets for this program
- Manages financial components of this program including procurement, preparing purchase orders, managing the work and budgets for contractors, and processing invoices
- Makes regular reports to the division director, staff, the Water Conservation Advisory Committee, and elected officials on water conservation activities and results. Makes presentations to stakeholders and directs the content of conservation presentations.
- Staff Liaison to Water Conservation Citizens Advisory Committee, including monthly preparation of the committee packets
- Provides information and technical assistance to other Water Division sections.
- Database management and use of related software
- Performs advanced analysis of data and related statistical/demographic analysis
- Performs advance calculations of water use, demand, and water saving devices and methods (e.g., quantification of roof-top catchment, water budgets, evapotranspiration rates, universal runoff, etc.)

Tracks Per Capita Water Consumption:
- Oversees compilation of data and reports and findings to city and state officials on results of annual per capita water consumption.
- Identifies ways to further reduce per capita consumption.

Enforces Water Code:
- Issues warnings or citations.
- Maintains compliance database.
- Works with billing system to levy citation fees.
- Responds to water waste hotline.

- Provides Assistance for Home/Business Conservation Project Management:
- Identifies residential and commercial customers and develops programs to reduce use.
Conducts indoor and outdoor audits and provides training and technical assistance to these specific customer classes.
Maintains database for rebates and other incentives.
Calculates and tracks the amount of conserved water derived from water saving devices (rebate program) for inclusion into the Water Rights Bank.

Water Conservation Planning:
- Performs data updates to the water conservation plan every five (5) years.
- Implements water conservation plan and reports on water conservation goals.

Marketing and Public Relations:
- Performs data updates to the water conservation plan every five (5) years.
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Minimum Qualifications

Education and Experience
Bachelor’s Degree in a field of science and four (4) years of experience in water conservation programs (e.g., writing water conservation plans, water conservation public outreach, water conservation marketing and print publications, performing indoor and outdoor water conservation audits, researching and writing water conservation grants, creating and promoting water conservation regulations, etc.) and/or landscape/irrigation design and installation.

Master’s Degree in a field of science is preferred.
Irrigation Association Certification, current New Mexico Journeyman Sprinkler License or current New Mexico Backflow Prevention Technical Training certificate, American Rainwater Catchment Systems Association (ARCSA) level 2 Certificate or equivalent and QWEL certification are preferred.

One (1) year of work experience that includes professional administrative management of water conservation or landscape/irrigation staff consisting of at least 3 persons is strongly preferred.

Additional Requirements
Must possess a valid driver’s license and obtain a City of Santa Fe driving permit within three (3) months of hire.

Must be commissioned by the City of Santa Fe Police Department within six (6) months of hire, which includes a background check.

Knowledge, Skills, and Abilities

Knowledge of current approaches and technologies related to water education and conservation; and office machines and equipment, including various computers and work processing software.

Skill in effective verbal and written communication; building and maintaining effective interpersonal relations; implementing public outreach and education strategies; the use of standard office equipment (e.g., personal computer/printer, various computer software programs, multi-line telephone with voice mail, photocopier, facsimile); and, using books/manuals, writing instruments and various standard plumbing tools.

Ability to effectively supervise staff, analyze and interpret various records and reports; plan, assign, direct, and review the work of others; work independently; and, administer program areas with minimal supervision.
Physical Demands/Work Environment

Work is performed both indoors and outdoors and in inclement weather. Physical demands include standing, sitting, walking, driving, carrying, pulling, climbing, stooping, kneeling, crouching, reaching; requires good manual dexterity, the ability to lift and/or move 25 – 50 pounds. Must be able to speak, hear, and have good visual acuity including close, distance, peripheral, and depth and color vision. Irregular work schedules i.e. nights, weekends and holidays may be required. Conflict with citizens during compliance activities is to be expected. Close exposure to VDT’s and CRT’s is customary.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American’s with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN’S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans’ Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. Incomplete applications may delay or exclude consideration of your application.