

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Water Resources Technician	<b>Job Family:</b> 6
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 19

**Definition:** To participate in the development and implementation of the City's Water Conservation Program and enforcement of the City's Water Use Restrictions.

**Supervision Received and Exercised:** Receives general supervision from Water Resources Manager.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Provide technical assistance in the development of the City's Water Conservation Program, including compliance with California's Water Code and, preparation of the City's water management plans.
2. Serve as the City representative for community outreach and educational water conservation issues.
3. Conduct water audits. Provide basic water conservation advice and water-saving devices to consumers.
4. Monitor the water conservation hotline; respond to customer inquiries or complaints about water conservation; and provide technical assistance regarding water leakage and billing questions.
5. Track the implementation and results of water conservation programs for City records and reporting.
6. Use a personal computer to enter, maintain, and analyze data and prepare reports and informational materials.
7. Update annual conservation compliance and information reports, such as those submitted to the Bay Area Water Supply and Conservation Agency and the State Water Resources Control Board.
8. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of water conservation; knowledge of computers and related equipment, including Microsoft Word, Excel, and PowerPoint; principles of water terms, units and rate structures; principles of effective marketing programs; and familiarity with Geographic Information Systems.

Ability to: Deal tactfully with the public; communicate clearly and concisely, through oral presentations and technical and nontechnical writing; perform meter readings; perform complex water use and conservation calculations; and establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

One year of experience with administrative or program work and frequent public contact. Training equivalent to completion of the 12th grade supplemented by community college course work or the City's Supervisory Training Program, Leadership Academy, or Crew Leader Training. Possession of an associate of arts degree in natural resource management, environmental science, engineering, water resources, or a related field is highly desirable.

**Required Licenses or Certificates:** Possession of a valid Class C California Driver License. Possession of an AWWA Water Use Efficiency Practitioner Grade 1 certification and possession of a California Water Resources Control Board Water Distribution Operator Grade 1 certification are highly desirable.

Established: January 2003

Revised: September 2017

HRD/CLASS SPECS  
Water Resources Technician