

Phelan Piñon Hills Community Services District Job Description

JOB TITLE: **Executive Management Analyst/Conservation Program Administrator**

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|-------------|---------------------|---------------|----------|
| EXEMPT: | Yes | SALARY RANGE: | 30 |
| DEPARTMENT: | Administration | APPROVED: | 8/1/2021 |
| REPORTS TO: | Engineering Manager | | |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY: Under general direction, performs highly responsible, confidential, and complex administrative work for all District departments; plans, organizes, directs, and coordinates the administrative activities of the Water Operations Manager's office; oversees the District's water conservation program; and performs other related duties. This position is overseen by the Engineering Manager. This is a non-supervisory position, however the incumbent may delegate work to District staff as deemed appropriate by management. Duties emphasize complex, responsible and confidential administrative and secretarial support work requiring the use of independent judgment and initiative. The incumbent is expected to demonstrate a high level of expertise and initiative in maintaining efficient and effective administrative operations that are consistent with Board policies and the administrative guidelines established by the General Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include, but are not limited to the following:

Executive Management Analyst

General Administrative

- Establishes and maintains effective working relationships with fellow employees, members of the general public, and representatives from other agencies.
- Makes recommendations for improvements, which may include new practices, forms, reports, data collection, and/or staffing changes based on assessments of current practices; communicates these recommendations to management.
- Provides executive level secretarial support to all management staff to support District programs, goals, and objectives.
- Updates and maintains the District's website and social media as directed by management staff.
- Demonstrates continuous effort to improve District operations, decrease turnaround times, streamline work processes, and work cooperatively and

jointly to provide quality customer service and establish effective customer relations in all departments.

- Acts as the Board Secretary as a secondary backup.
- Works collaboratively with the Executive Secretary on grant applications and reporting for awarded grants.
- Develops presentations, correspondence, informational brochures, flyers, information for the District's website, and promotional materials.
- Serves on the District's Events Committee.
- Assists HR with the District's safety program for field staff.
- Performs other duties as assigned.

Engineering

- Works with Sedaru and Engineering to develop the upcoming mobile application forms, bridging between GIS and Water Operations.
- Assists the Engineering Manager in maintenance of District technology and account tracking database for GIS.
- Assists in maintaining and operating the District's drone(s).
- Assists with device inventory and District software licensing.
- Provides data and secretarial support with rate studies, capacity fee studies, operational plans, and other Engineering department-led studies.

Water Operations

- Works collaboratively with the Water Operations Manager with creation and implementation of various water distribution system related improvement programs, including a yearly meter review and replacement program, system water loss detection and prevention program, UWMP, and other water operations programs and policies.
- Oversees the development and implementation of the District's metered areas program.
- Orders parts, materials, and equipment in accordance with the District's purchasing policy; conducts inventory.
- Assists in preparing requisitions for necessary equipment, materials, and supplies, and in preparing equipment specifications.
- Assists in preparing budget estimates and other requested reports.
- Provides monthly consumption and production reports to management and supervisors.
- Provides monthly hydrological reports to management and supervisors.
- Provides monthly hydrological reports for Sheep Creek Mutual Water Company to management and supervisors.
- Quarterly completion of reports to MWA Watermaster and Antelope Valley Watermaster and yearly completion of reports and data for verification.
- Collects and maintains the electronic records for the District's water quality data, San Bernardino County Fire water usage, and local well permitting reports.

- Completes the yearly Water Audit required by the Department of Water Resources.
- Maintenance of vehicle safety records and vehicle logs.
- Provides back up support of field staff, specifically providing coverage of field staff customer service, water quality, and other positions as needed.

Parks & Recreation

- Provides support for Parks programs, including but not limited to, assisting with organizing events and creation of new programs, creation of promotional materials, attending related meeting and trainings, and preparation of reports relevant to various parks programs.
- Assists with purchasing of parks related materials and equipment, as assigned.
- Attends District-sponsored events as deemed appropriate.

Conservation Program Administrator

- Acts as primary enforcing officer of the District's Water Conservation Ordinance.
- Develops and implements goals, objectives, and priorities for the District's conservation program.
- Prioritizes and allocates available resources for water conservation; reviews and evaluates service delivery, makes recommendations for improvement.
- Schedules and oversees the completion of water audits of residential, commercial, and industrial customers, and high water users; occasionally conducts audits themselves.
- Oversees site visits, gathers and analyzes data, makes written reports to site owners and managers with recommendations for improving water use or irrigation efficiency.
- Gathers and analyzes data; prepares reports, spreadsheets, and diagrams concerning consumption records.
- Responds to customer inquiries or complaints and provides technical assistance regarding irrigation and landscape management of water use problems.
- Resolves wasteful water complaints and irrigation problems.
- Maintains accurate records of response, description, and resolution of wasteful water calls.
- Provides technical expertise and advice on water conservation practices, and develop public information materials for the water conservation program.
- Hosts and/or attends public meetings and workshops, and makes presentations to community groups.
- Plans, schedules, and coordinates community workshops or events, and implements the District's water conservation marketing programs.
- Develops and oversees the District's water conservation rebate programs as funding allows.

- Maintains and enhances the District's school water conservation outreach program.
- Develops presentations, correspondence, informational brochures, flyers, information for the District's website, and promotional materials regarding water conservation.
- Represents the District at professional or industry group meetings and remains current on new developments in the field of water conservation.
- Supports and guides the work of WSOI & WSOII personnel as related to water conservation, and assists with more technically difficult problems.
- Seeks funding and applies for funding for the District for conservation and other water operations related projects and its customers for conservation projects.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS AND ABILITIES:

- Develop goals, objectives, policies, procedures, and work standards for water conservation related tasks.
- Interpret, explain, and ensure compliance with the District's policies, procedures, and ordinances.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional and regulatory organizations, and in meetings with individuals.
- Establish and prioritize a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own works, set priorities, and meet critical time deadlines.
- Provide tactful and courteous service to the public.
- Resolve complaints in a calm and effective manner.
- Perform mathematical calculations accurately and quickly.
- Respond to requests for information from the public and other departments in an accurate and timely manner.
- Work under steady pressure with frequent interruptions.
- Work independently in the absence of close supervision.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted within the course of work.
- Comply with all District policies, procedures, rules, and regulations, including all safety standards.

- Attend safety related training as necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Work in an analytical, detail-oriented, precise, and thorough manner.
- Perform a variety clerical tasks involved in the installation, maintenance, and repair of water pumping facilities.
- Operate motor vehicles.
- Interpret blueprints, safety orders, and government rules and regulations.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Write routine reports and correspondence.
- Create and maintain records and paperwork related to job tasks in a clear and accurate manner.
- Maintain communication with administrative staff via two-way communication device, such as radio or telephone.
- Apply common sense understanding to carryout instructions furnished in written, oral, or diagram form.
- Deal with problems involving several variables in various situations.
- Market, organize, and conduct effective water conservation and landscape irrigation auditing programs.
- Analyze water conservation data, evaluate alternatives, and make practical independent decisions and recommendations.
- Ability to operate and trouble shoot drone(s)

KNOWLEDGE:

- District rules & regulations, state and local laws, and other legal requirements applicable to the governmental structure of the District primarily related to the functions and operations of the District's water system.
- Modern office procedures, methods and equipment including Computers and applicable software applications such as Microsoft Word, Power Point, Excel
- Excellent English grammar, spelling and vocabulary.
- Customer service skills
- Website maintenance & development
- Social media applications
- MS Office Suite, including Excel, Word, and Outlook.
- Graphic design software.
- Principles of project and program management, including scheduling, budgeting, prioritizing, and long-range planning.
- Research techniques, including sources and availability of information.
- Principles, practices, and techniques of water management and indoor and outdoor conservation for commercial, institutional, and residential applications.
- Basic principles of plumbing and indoor water conservation devices used for residential, commercial, industrial, and institutional conservation.

- Principles, practices, and techniques of landscape and irrigation systems maintenance and design.
- Knowledge of water conserving plants, types of soils, turf grasses, and irrigation systems.
- Knowledge of landscape irrigation audits, evaluations of irrigation systems, developing efficient irrigation schedules for drip, bubbler, micro-spray, and sprinkler systems.
- Federal and State codes and regulations pertaining to drinking water.
- Materials and equipment used in water operations.
- Proper work safety standards.

EDUCATION AND/OR EXPERIENCE: Minimum of an Associate's degree in Public Administration, Business Management, or related field from an accredited college or university and seven years of increasingly responsible related experience; or equivalent combination of education and experience; Bachelor's Degree preferred.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform manual labor and work outdoors in varying weather conditions.
- Work in desert and mountainous areas and remote locations.
- Work in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather, and significant temperature changes.
- Drive in all weather conditions.
- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Read small numbers, dials, and gauges accurately.
- Ability to stoop, kneel, crouch, crawl, and climb during field work.
- Stand and walk for extended time periods and on uneven terrain.
- Hearing and vision within normal ranges with or without correction.
- Write or use a keyboard to communicate through written means.
- Perform simple grasping and fine manipulation of objects.
- Travel frequently by automobile in conducting daily District business.
- On a continuous basis, sit at a desk and in meetings for long periods of time.
- Use a computer for long periods of time.
- Occasionally travel by airplane in conducting District business.
- The employee frequently is required to sit.

LICENSES:

- Valid Class C California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

- State of California Water Treatment Operator Certificate Grade T1 and Distribution Operator Certificate Grade D1, or ability to obtain within one (1) year of hire.
- AWWA Water Use Efficiency Practitioner Grade 1 Certificate (or similar), or ability to obtain certification within one (1) year of hire.
- Must complete the designated number of contact hours (continuing education/training requirements) to maintain the required certifications as a condition of continued employment.
- Proof of current AB1234 & AB1825 trainings.
- Possession of FAA remote (drone) pilots certificate, or ability to obtain certification within one (1) year of hire.