

**JOB SUMMARY**

Reporting to the Water Quality Manager, the Utilities Assistant - Water Conservation will assist staff with water sustainability initiatives through data collection and analysis support, as well as environmental stewardship public education.

**DUTIES / RESPONSIBILITIES**

- Collects data on agricultural, commercial and domestic water consumption and completes initial statistical and volumetric analysis of water use patterns
- Responds to customer questions about water conservation and offers recommendations on water efficiency and reports as necessary
- Assists in public education programs, including presentations and open houses, as well as set up and attendance at public events
- Assists with maintenance requirements (monitoring irrigation, weeding and general clean up) at Xerindipity and responds to questions from the public regarding water efficient plant species in the garden
- Delivers customer education programs which involve assessments of residential and commercial landscaping/irrigation for water efficiency
- Investigates, collects and analyzes data at the Duteau Creek Intake and reservoirs to support staff in assessing discharge rates and environmental flow requirements
- Patrols the Greater Vernon Water service area to ensure watering restrictions are being followed and delivering notices for non-compliance
- Promotes source water quality protection through public education on invasive aquatic species, agriculture/pet waste management and storm water pollution risks to water quality
- Responds to public enquiries both written and verbal communications
- Prepares, updates and maintains computer based records, spreadsheets and other documents
- Maintains harmonious working relationships with Regional District staff, elected officials, members of the business community and the general public
- Performs other duties as may be assigned from time to time

**SUPERVISION RECEIVED AND EXERCISED**

Immediate Supervisor:	Water Quality Manager
Positions directly supervised:	n/a
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

**KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Enrolled in or a recent graduate from a post-secondary institution in environmental studies, social science, water science, or a related field</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Six months of experience in data collection and/or public outreach</li> </ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"> <li>▪ Valid Class 5 BC Driver's License</li> </ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of agricultural and/or landscape irrigation practices</li> <li>▪ Knowledge and skills in statistical and mathematical analysis</li> <li>▪ Ability to respond to the public with tact and diplomacy</li> <li>▪ Ability to work alone with limited supervision</li> <li>▪ Sound working skills in the use of MS Office programs (Word and Excel)</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Will require a reliable, safe vehicle</li> <li>▪ May be required to work outside the normal working hours from time to time. July and August may require a Wednesday to Sunday work week.</li> </ul>

**CLASSIFICATION**

Wage Level 2

**JOB DESCRIPTION**

Effective date: January 15, 2019