



**REGIONAL  
DISTRICT  
NORTH  
OKANAGAN**

**JOB TITLE:** Demand Side Management  
Coordinator  
**DEPARTMENT:** Utilities

**JOB SUMMARY**

Reporting to Manager, Water Quality, the Demand Side Management Coordinator develops, implements and evaluates demand side management programs focusing on customer water usage and distribution system losses to meet the long term goals of the Regional District's water utilities.

**DUTIES / RESPONSIBILITIES**

- Provides statistical analysis and forecasts with respect to water supply and demand
- Maintains and analyses complex customer water consumption data to provide information for water rate structures, the water loss reduction program and water conservation initiatives
- Develops and implements demand side management programs and strategies related to long term water sustainability and water conservation
- Coordinates the water loss reduction program, including developing programs and working with operations staff to reduce water within the distribution system
- Supports the Drought Management Plan, including monitoring and tracking trigger parameters and assisting with drought response communications, education and enforcement
- Oversees the Water Conservation Plan and develops public education and water conservation strategies
- Researches and provides recommendations respecting plans, policies and bylaws
- Responds to public enquiries, both written and verbal
- Prepares reports and processes applications
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Completes work in compliance with safety policies and WorkSafeBC regulations
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Performs other duties as may be assigned from time to time

**SUPERVISION RECEIVED AND EXERCISED**

Immediate Supervisor:	Manager, Water Quality
Positions directly supervised:	
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>▪ University degree in science, civil engineering, water resource management, or a related field</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Four years of experience in demand side management within local government, a water utility or consulting firm</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>▪ Demonstrated ability to develop, analyze and evaluate strategies relating to demand side management</li> <li>▪ Advanced statistical, data analysis and forecasting skills</li> <li>▪ Excellent report writing skills</li> <li>▪ Advanced computer, spreadsheet and database skills</li> <li>▪ Sound knowledge of the Drinking Water Protection Act and Regulations and water auditing strategies</li> <li>▪ Working knowledge of the operation, design and construction practices of municipal water distribution systems</li> <li>▪ Public outreach and community engagement skills</li> <li>▪ Strong interpersonal and communication skills, both written and verbal</li> <li>▪ Ability to work independently with minimal supervision</li> <li>▪ Proficient with MS Office Suite of products</li> <li>▪ Strong prioritization, organizational and time management skills</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ May be required to work outside normal working hours, including evenings and weekends from time to time</li> </ul>

**CLASSIFICATION**

Wage Level 11

**JOB DESCRIPTION**

Effective date: December 2, 2021