



**REGIONAL
DISTRICT
NORTH
OKANAGAN**

**JOB TITLE: Water Efficiency Coordinator
DEPARTMENT: Utilities**

JOB SUMMARY

Reporting to Manager, Water Quality, the Water Efficiency Coordinator develops, implements and evaluates water efficiency 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 water efficiency 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 loss within the distribution system
- Supports the Water Shortage Management Plan, including monitoring and tracking trigger parameters and assisting with drought and water shortage response communications, education and enforcement
- Oversees, develops and implements public education and water conservation strategies
- Researches and provides recommendations respecting plans, policies and bylaws
- Responds to public enquiries, including in-person, 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

Education:	<ul style="list-style-type: none"> ▪ University degree in science, engineering, water resource management, or a related field
Experience:	<ul style="list-style-type: none"> ▪ Four years of experience in a demand side management, water sustainability or water conservation program within local government, a water utility or consulting firm
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Valid Class 5 BC Driver's License
Specific Skills:	<ul style="list-style-type: none"> ▪ Demonstrated ability to develop, analyze and evaluate strategies relating to water use management ▪ Advanced statistical, data analysis and forecasting skills ▪ Excellent report writing skills ▪ Advanced computer, spreadsheet and database skills ▪ Sound knowledge of the Drinking Water Protection Act and Regulations and water auditing strategies ▪ Working knowledge of the operation, design and construction practices of municipal water distribution systems ▪ Public outreach and community engagement skills ▪ Strong interpersonal and communication skills, both written and verbal ▪ Ability to work independently with minimal supervision ▪ Proficient with MS Office Suite of products ▪ Strong prioritization, organizational and time management skills
Special Requirements:	<ul style="list-style-type: none"> ▪ May be required to work outside normal working hours, including evenings and weekends from time to time

CLASSIFICATION

Wage Level 11

JOB DESCRIPTION

Effective date: January 14, 2022