

# South Jordan City

## Job Description

**Title:** Water Conservation Coordinator  
**Org:** 600580  
**Pay Grade:** M06

**Effective Date:** 4/25/2025  
**FLSA:** Non-Exempt  
**Workers Comp:** Municipal

### GENERAL PURPOSE

Manage and improve a comprehensive water conservation program that includes main components of public awareness and conservation services such as landscape water audits and recommendations to increase water conservation.

### SUPERVISOR

Water Manager or Water Foreman

### POSITION(S) SUPERVISED

Water Conservation Technician  
Water Maintenance Worker (as assigned)

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Receive assignments from the Water Manager, organize resources for various assignments and delegate work assignments to perform timely completion of assigned projects.

Manage a comprehensive municipal water conservation program to meet Utah's regional water goals.

Evaluate new and existing water savings programs for potential water savings and new project implementation. Administer current water conservation programs and rebates.

Collect, interpret, and analyze water use data to: disseminate usage data in a form that is usable/actionable for City water users (residents/ businesses) to reduce water use; and, evaluate progress towards meeting conservation goals these water users. Recommend new water-saving equipment.

Collect and preserve water samples at designated locations within water treatment operations. Interpret laboratory test results and coordinate necessary changes in treatment operations.

Develop and manage water conservation public education and outreach program; including design and implementation of a water conservation educational display. Administer programs for community groups that want to participate in conservation projects.

Participate in creating and promoting water conservation regulations and make policy recommendations for improvements of water conservation goals and objectives. Help forecast short-term and long-term water supply and demand.

Apply for and manage water conservation grants.

Perform residential, commercial and landscape water audits at various customer field locations; provide consultation on residential and commercial landscape water conservation.  
Serve as the City's representative at community meetings to promote water conservation techniques

Train, mentor, supervise, and assist water maintenance workers in performing their job duties. Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Assist in scheduling, rating applications, and interviewing positions supervised.

Conduct performance evaluations of supervised employees in accordance with the human resources policies and procedures of the city.

Make field decisions needed to remedy problems and emergencies.

Monitor equipment and inventory needs to ensure proper resources for system maintenance.

Maintain computer based work orders on a daily basis to provide accurate data for monthly reports  
Give oral reports on work performed and prepare simple written reports, upon request by city administration or for the Mayor and City Council.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

##### 1. Education and Experience:

A. Bachelor's Degree from a regionally accredited college or university with major course work in natural or physical science, environmental or civil engineering, economics, natural resource management, urban or regional planning, or business or public administration.

AND

B. Two (2) years' experience in water conservation, landscaping, water systems, plumbing or related field.

##### 2. Special Qualifications:

- Experience in designing and implementing water conservation programs and projects for municipal water systems preferred.
- Valid Utah Class A Driver License or obtain within 6 months of hire
- Water Distribution IV State Certification or obtain within 1 year of hire.

3. Knowledge, Skills and Abilities:

Ability to operate a personal computer and Microsoft products (Word, Excel, PowerPoint, etc.). Knowledge of principles of irrigations systems, plumbing and municipal water systems.

Knowledge of data analysis techniques; customer surveys, water conservation techniques and efficiency measures, and effective internet utilization.

Understanding of the city water system and the distribution system.

Knowledge of customer service principals and ability to apply those in a workplace setting.

Ability to understand and carry out written and oral instructions. Ability to make mathematical and statistical calculations of moderate difficulty.

Ability to understand, interpret and apply City policies to field situations. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process as it applies to water conservation

Skills to analyze water conservation problems identify alternatives and recommend solutions

Skill in diplomacy, cooperative problem solving, exercising good judgment in difficult situations, and communicating to citizens and city staff.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting (40-60lbs.) etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Water Coordinator</b>	<b>EEO-4 Class:</b>	<b>Skilled Craft Worker</b>
<b>Location:</b>	<b>Water</b>	<b>EEOP Class:</b>	<b>Craft Worker</b>
<b>Group/BU:</b>	<b>Public Works Step Plan</b>	<b>Tech-Net Match:</b>	<b>2521</b>