



## CENTRAL UTAH WATER CONSERVANCY DISTRICT

### Job Description

Revised: January 2025

<b>JOB TITLE:</b>	Conservation Programs Coordinator
<b>REPORTS TO:</b>	Water Conservation Manager
<b>DEPARTMENT:</b>	Water Supply
<b>LOCATION:</b>	CUWCD, Orem, UT
<b>STATUS:</b>	Non-Exempt
<b>SALARY GRADE:</b>	9

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### JOB SUMMARY

This position is responsible for the success of developing, planning, and implementing the District's water conservation programs, as well as coordinating and implementing the outreach efforts to cities within the District's boundaries.

### ESSENTIAL FUNCTIONS

*Essential & other important responsibilities & duties may include, but are not limited to, the following:*

1. Develops and carries out the District's programs; conducts property visits; schedules appointments; conveys information to the public about water conservation and water-efficient landscaping principles and provides support to program participants.
2. Maintains working relationships with various members of the public, municipalities, and agencies within the District's service area and all other colleagues within the water conservation industry.
3. May help develop printed materials and resources to effectively communicate the District's water conservation messaging and objectives.
4. May help to market classes, events, and programs through various methods including

mailers, social media, newsletters, swag items, etc.

5. Participates in the development, administration, and oversight of program budget; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
6. May supervise seasonal employees. Which may include monitoring timesheets, creating work schedules, implementing training, and directing daily work activities
7. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water conservation by monitoring changes in regulations and technology that may affect operations; research emerging products and enhancements and their applicability to District needs; recommends and implements approved changes; communicates with local and statewide agencies to maintain up-to-date information and encourages and facilitates research.

## **MARGINAL FUNCTIONS**

1. Performs other related duties as assigned.

## **SUPERVISION RESPONSIBILITIES**

Supervisory duties may be required.

## **KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

Knowledge of landscape design, horticulture principles, plant identification skills and irrigation design specific to water-efficient landscaping practices.

Knowledge of principles, practices, and methods of program, administrative, and organizational analysis.

Knowledge of principles, practices, tools, and techniques of program/project planning, budgeting, and management.

Knowledge of principles and practices of public administration, including purchasing, contracting, and maintenance of public records.

Principles and practices of sound business communication.

Ability to communicate clearly to elected officials, city representatives and the public, the importance of water conservation.

Ability to communicate knowledge of landscape design, horticulture principles, and water-efficient irrigation design and water management practices through conservation programs, classes, and events.

Ability to apply an understanding of gardening techniques, water-efficient plant species and landscape water conservation.

Ability to courteously work with staff, the public, and others in answering questions and assisting with educational classes, outreach, and consultations.

Ability to apply conservation methods and techniques.

Ability to communicate with others and develop group and/or personalized instruction adapted to the comprehension of participants.

Ability to develop and maintain effective working relationships with employees, the public and other private and public sector organizations.

Ability to work a full-time work schedule (40 hours per week).

Ability to identify and distinguish colors; to exercise vision clarity at 20 feet or more and 20 inches or less.

## **PHYSICAL DEMANDS & WORKING ENVIRONMENTS**

*The physical demands and working environment demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

### **Environment:**

Works indoors and outdoors; often work is in conditions of extreme cold (below 32 degrees) and in conditions of extreme heat (above 95 degrees) up to 3-4 hours or more.

### **Physical:**

Requires sufficient mobility to walk, stand, and sit for prolonged periods of time, to climb stoop, bend, kneel, crouch, crawl, reach, and twist; push, pull, lift, exert up to 100 lbs. of force/weight occasionally, and/or more than 50 lbs. of force frequently to move and/or carry objects when working on uneven surfaces or terrain.

Demonstrate adequate hearing and speech to converse in person and by phone. Exercise vision to read printed materials and use a computer screen. Periodically may drive to various meetings, appointments, etc. The position may require the ability to work overtime and on weekends/holidays.

## **QUALIFICATIONS**

*Required to meet a combination of Experience/Education/Certification/License/Training in the following.*

1. Bachelor's degree in Plant Science, Horticulture, Environmental Studies, Business, Communications, Ecology or related field.
2. 2 years' experience related to job tasks.
3. Valid Utah Driver's license with satisfactory driving record (MVR).