

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: ENERGY CONSERVATION TECHNICIAN**

**DATE: 4/7/2015**

**JOB CODE: 21758**

**FLSA STATUS: NON-EXEMPT**

**UNIT REPRESENTATION: GEN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under general supervision, perform energy and water production analyses for various reporting purposes; develop strategies to improve energy usage for efficient use of water production equipment; maintain records and compile periodic reports as needed; perform varied and highly responsible and complex administrative support tasks of a paraprofessional nature; coordinate section administrative office activities and projects for a major division; may perform lead and training duties; exercise regular and substantial independent judgment and procedural knowledge in performing work requiring interpretation of rules, regulations, procedures, policies, and guidelines; perform related duties as required.

## **DISTINGUISHING CHARACTERISTICS**

Incumbents in this class serve as the key coordinator for section administrative office activities, perform diverse and complex technical support work requiring technical and in depth knowledge and training in energy and production analyses and other specialized areas, projects, or programs requiring application and understanding of the specialized or technical area. Incumbents are required to exercise substantial and regular independent judgment in performing work assignments, handle and prioritize multiple high-level technical responsibilities independently, and possess substantial knowledge and understanding of the functions of the work unit and may perform lead and training duties. Supervision and direction is received from the Water Utility Operations Superintendent.

## **EXAMPLES OF DUTIES**

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Perform detailed energy and water production analyses;
- Recommend well pump and booster operating priorities based on energy conservation;
- Prepare and maintain hydrographs;

- Maintain well data and pump records;
- Assist in the preparation of well and booster pump renovation specifications;
- Maintain records and assist in preparing production and energy usage reports;
- Maintain files of energy use and water production trends;
- Assist in well and booster efficiency test pumping;
- Research, compile data, and prepare periodic reports;
- Prepare work orders;
- Answer public and contractor questions regarding water pressure, water quality, main locations, line size, and related matters;
- Contact and schedule inspections;
- Read electric and water meters at specified locations;
- Compute, read, and determine meter accuracy;
- Maintain annual production meter calibration program;
- Operate Department vehicles;
- Run blueprint copies;
- Perform administrative office related duties and related work as required;
- Interpret and analyze technical data and draw logical conclusions;
- Perform occasional light physical labor;
- Work from blueprints, drawings, sketches, specifications, and technical manuals;

**In addition to the above duties may perform the following duties:**

- Perform a variety of complex and responsible technical work in support of ongoing activities and projects for a major division and in support of professional/management personnel assigned to the division;
- Conduct technical research and prepare specialized reports for presentation; develop procedures, and maintain complex and detailed records;
- Recommend and assist in implementing office programs and related technical practices, procedures, and policies;
- Serve as a technical source to contractors, subcontractors, government agencies, and the Department;
- Orient new section administrative/office support staff; perform lead and training duties as assigned; may assign, direct, or verify work of lower level support staff;

- Exercise regular and substantial independent judgment and procedural knowledge in performing work requiring interpretation of rules, regulations, procedures, policies, and guidelines;
- Respond to technical inquiries and provide information and assistance; handle inquiries independently by imparting technical information about programs and procedures using substantial knowledge of functions of work unit; provide resolutions; obtain information from higher level management in order to resolve when necessary, rarely referring caller to another source;
- Prepare and process various administrative and financial documents and transactions ensuring accuracy, proper completion, and conformance with established policies, regulations, and procedures;
- Coordinate and participate in the compilation and tabulation of data for regular and ad hoc reports of the highest complexity; review and interpret source materials and interpret and apply applicable policies, practices, and procedures; code and post data to logs and records; make complex mathematical calculations; audit documents to ensure compliance with applicable statutes and regulations; research and resolve discrepancies to ensure accuracy of reports; determine proper format for finished reports;
- Develop and maintain comprehensive spreadsheets involving formulas and links; develop and maintain comprehensive databases involving multiple reports; maintain an advanced level of proficiency and knowledge of spreadsheets, databases, and work programs to ensure appropriate tracking and extracting of data;
- May perform limited assistance in the preparation of various employee transactions including time cards and injury reports; maintain daily equipment, time, material records, and overtime sheets; maintain various confidential employee records including performance evaluations, attendance, leave, certifications, training, safety, and related areas;
- Process financial transactions including invoices and bills; monitor, order, and stock office supplies for work unit; assist in preparation of annual budget;
- Prepare correspondence, reports, staff reports, forms, lists, schedules, agendas, and related documents from rough draft and/or from oral or written direction independently requiring use of judgment based upon a thorough knowledge of the functions and procedures of the unit; may attend meetings and transcribe minutes from hand written notes or from recordings; proofread materials for accuracy; copy, collate, staple, and otherwise bind a variety of materials; assemble and prepare materials for mailing;
- Establish and maintain files and various manual and electronic record keeping systems; manually and/or electronically sort and file documents, maps, and records according to pre-determined classifications and determine new classifications as necessary; perform data entry into electronic systems; manipulate, summarize, and extract data for use in various reports; audit and ensure accuracy of records and files; retrieve manual and electronic materials from established systems;
- Receive, open, date stamp, and distribute mail;
- Arrange and schedule meetings, conferences, workshops, and handle logistics;
- Operate a variety of office equipment, including computers and related software, calculator, facsimile, photocopier, scanner, two-way radio, and related specialized office equipment of the unit; and

- Perform related work as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- Advanced record keeping and computer systems;
- Correct English usage, spelling, grammar, and punctuation;
- Water Utility pumps, power schedules and water utility production and distribution systems;
- Intermediate business math;
- Modern office practices, procedures, equipment, and organization;
- Technical aspects of Water Utility and/or Water Reclamation Work;
- Specialized Water Utility and/or Water Reclamation reporting;
- Business accounting principles and terminology;
- Preparation of business correspondence;
- Advanced office techniques involving classifying, indexing, processing, retrieving, and controlling a large volume of records;
- Public relations and telephone techniques;
- Word processing, spreadsheet, and database techniques at an advanced level.

### **Ability to:**

- Interpret and analyze technical data and draw logical conclusions;
- Perform occasional light physical labor;
- Work from blueprints, drawings, sketches, specifications, and technical manuals;
- Read, understand and apply moderately difficult materials;
- Make routine arithmetic calculations with speed and accuracy;
- Work in the field in varying weather conditions;
- Prepare oral and written reports;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;

- Establish and maintain effective relationships with those contacted in the course of work;
- Work under moderate or high stress conditions;
- Organize and implement programs and projects;
- Maintain confidentiality of sensitive or privileged information;
- Perform advanced administrative and technical work involving the use of a computer and sophisticated/specialized software systems;
- Receive, research, and provide technical information over the telephone in order to successfully resolve inquiries and/or complaints;
- Write legibly;
- Understand, interpret, and explain to others pertinent procedures and functions quickly and apply them with substantial independence;
- Communicate effectively both orally and in writing;
- Understand and carry out a variety of complex assignments from oral and written instructions with regular substantial independence;
- Interpret and apply rules, regulations, policies, and procedures applicable to the assigned office or work area;
- Compile and interpret a variety of technical data and prepare accurate financial and statistical and detailed documents, reports, correspondence, and other materials;
- Proofread and detect errors in grammar, spelling, and punctuation;
- Utilize computers and various software including word processing, databases, and spreadsheets at an advanced level in order to create office/business systems for assigned work functions; create templates, forms, and reports to track and retrieve data;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Organize and prioritize work assignments independently;
- Keyboard at a net speed of 45 words per minute;
- Establish and maintain complex filing systems;
- Compose correspondence and quantitative reports requiring thorough understanding of the functions of the work unit;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

## **MINIMUM QUALIFICATIONS**

**Education:** Graduation from high school or equivalent, preferably supplemented by the completion of specialized office, business, or computer coursework;

And

**Experience:** Three (3) years of progressively responsible office/administrative experience in performing journey/advanced level administrative, technical, financial, and/or customer service functions. Technical utility experience such as office engineering, energy auditing, and production analysis is highly desirable. Ability to demonstrate word processing, spreadsheet, database, and spreadsheet proficiency at an advanced level. Key boarding at 45 wpm is required.

And

**Certificates:** Must obtain and maintain a valid California Department of Public Health Water Treatment Operator Grade I certificate within 18 months of hire.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, Work requires travel to various locations and working in the field in varying weather conditions. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens, and printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

### **CAREER LADDER**

**From:** Energy Conservation Technician

**To:** Administrative Coordinator

#### **Job Description:**

**BOWC Approved:**

Rev/Title Change:

Rev:

Rev/Title Change:

5/1/1984

10/3/1989

12/4/2001

4/7/2015

**Testing Standards:** CS App Review/CS Supp App- Review/Written/Keyboarding/CS Oral Board

**CSB Approved:**

4/28/2015