

WATER CONSERVATION COMPLIANCE OFFICER

Job Code	Pay Grade
17006	CL10

Nature of Work

This is specialized administrative regulatory field work monitoring and providing compliance patrols for water restriction field enforcement activities. Employees in this class maintain public contact interpreting, explaining, and enforcing water restriction code regulations. At this level, work is performed under limited supervision and requires a thorough knowledge of departmental programs, procedures, policies and legal processes for prosecuting ordinance violations.

Minimum Qualification Requirements

- Graduation from high school or possession of a GED Certificate; and
- 2 years experience in public contact work or;
- 2 years of college or vocational training with coursework in environmental studies, water conservation, or a related field; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs full range investigations of violations of established water restrictions providing appropriate education information and issuing citations as required.
- Assists in the coordination of enforcement field operational activities and citation processes.
- Investigates customer generated complaints of non-compliance of water restrictions.
- Issues violations and citations to violators of local and district water use regulations.
- Testifies in court concerning specific observations of water restriction violations.
- Provides compliance patrols during off-hour periods to ensure community compliance with water restrictions.
- Prepares correspondence in response to findings and correspondence from others; performs other administrative duties as necessary to facilitate compliance.
- Develops and conducts training sessions and informational presentations concerning water restriction enforcement.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of water restrictions and related codes, ordinances, and procedures.
- Knowledge of Business English, arithmetic and spelling.
- Ability to read and interpret, maps, aerial photos, surveys, height details, sign details, legal documents, legal descriptions, and diagrams.
- Ability to identify deviations from code and department policy requirements.
- Ability to maintain clear and accurate records.
- Ability to express ideas clearly and concisely orally and in writing.
- Ability to meet and work with the general public and to explain regulations clearly.

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Created	EEOC Code	Overtime Code
4/11	Technicians	Classified