



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Water Education Coordinator</b>	<b>LAST UPDATED:</b>	March 4, 2010
<b>DEPARTMENT:</b>	Public Works	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Water Resources Manager	<b>FLSA DESIGNATION:</b>	Non-exempt

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**Summary:** Under the general supervision of the Water Resources Manager, this position is responsible for the administration and implementation of all state and federal water/wastewater rules and regulations compliance; Responsible for implementation of best management practices and activities for the City's Storm Water Management Plan (SWMP). Develops, organizes and markets City of Frisco water conservation programs and SWMP targeting schools, community organizations, neighborhood associations and the general citizenry to increase public awareness and participation; provides liaison with regulatory agencies including the North Texas Municipal Water District the Texas Commission on Environmental Quality (TCEQ) and other associated duties.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### **Essential Job Functions:**

- Coordinates and presents education programs, classroom activities, teacher workshops and adult education programs, including field days, fair displays and or meeting with schools.
- Provides liaison with local educational institutions including Fisd and Collin College.
- Administers education and community outreach components regarding the City of Frisco's Water Conservation and Drought Contingency plans and state and federal water/wastewater rules and regulations.
- Prepares the annual Consumer Confidence Report and Industrial Pretreatment Program.
- Develops, publishes and contributes to citywide publications including web site, pamphlets, how-to guides and other media which promotes and educations
- Administers community educational programs, activities and presentations to assure ongoing support, promotion and marketing of community water conservation, water quality initiatives and storm water pollution awareness programs.
- Maintains records for monthly and quarterly reports, as well as local and state reports.
- Assists in the development of conservation techniques.
- Monitors water consumption reports for large volume (residential/ corporate) water users.
- Investigates high water usage and works with customers on-site to decrease and resolve high water usage issues.
- Assists in the drafting of ordinances pertaining to water conservation and drought management.
- Maintains records and facilitates generation all the City's Annual Water Reports.
- Creates and maintains a database of key personnel in commercial entities and major campus locations for emergency contact or general information on water-related issues and education.
- Oversees volunteers who assist in the development of training materials and educational outreach/community involvement programs.

**Other Important Duties:**

- Occasionally attends City events on evenings and weekends.
- Participates in local, regional, and national organizations focused on water conservation and storm water management programs
- May travel to attend meetings, conferences, special events and training.
- Assists with special projects as assigned by the Water Resources Manager.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential

**Required Knowledge and Skills:**

- Knowledge of educational and informational presentation techniques for a wide variety of audiences.
- Knowledge of newsletter, advertisement, brochure, press release and marketing development techniques.
- Knowledge of City management policies and procedures.
- Knowledge of research, analysis, and application techniques for grant programs and funding.
- Ability to develop creative, innovative educational programs and ideas.
- Skill in water consumption report and analysis.
- Skill in effective English oral and written communication and public speaking.
- Skill in effective Spanish oral and written communication skills a plus.
- Proficiency in the use of computers and related equipment, hardware and software applicable to area of assignment, specifically Microsoft Word, Power Point, Access and Excel.

**Preferred Education, Experience, and Certifications:**

- Bachelor's Degree in Education, Public Relations, Journalism **and** one (1) year of related experience **or** equivalent combination of related experience.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office setting, off site and at special events.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing, bending, reaching, kneeling and lifting such as setting up for meetings and events, transporting materials and supplies for presentations and programs.
- May be required to work extended hours, evenings and weekends.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, and department vehicles.

*Approved By:*

Melody Emadiazar signed on:  
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*Melody Emadiazar, Water Resources Manager*

10/02/2013  
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*Date*

  
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*Shannon Allyn, Human Resources Generalist*

09/28/2013  
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*Date*