

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: WATER CONSERVATION TECHNICIAN**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: BUSINESS MANAGER**

**JOB CODE: 2218**  
**DATE: 10/11**

**JOB SUMMARY:**

Performs work associated with the designing of a leak detection program, oversees the leak detection program, reports on the progress and provides technical expertise.  
Performs work associated with planning, managing and implementing a water conservation plan for the water infrastructure.

**ESSENTIAL JOB FUNCTIONS:**

Provides technical expertise and assistance in the development and implementation of the City leak detection and water conservation programs working with the system customers, the public and other agencies.

Research, evaluate, and design new leak detection and water conservation programs; develop and implement program work plans, prepare reports and analyses on program operations and evaluation.

Coordinate leak detection and water conservation program administration with customers and department staff.

Monitor and evaluate developments in leak detection and water conservation technologies and techniques.

Develop, implement and facilitate water conservation education programs and activities for schools, community organizations, neighborhood associations and the general public.

Investigates and applies for grants and cooperative funding for water conservation programs to help fund education and water conservation initiatives.

Presents water conservation information and organizes exhibits for schools, trade shows, community events and civic groups.

Develops press releases, brochures, newsletters, bill stuffers and other information materials to gain public support and action for voluntary water conservation programs.

Maintains GIS databases as they relate to the City's water system.

Produces maps, plans and reports related to the GIS data as necessary.

Participates in the pumping and testing of fire hydrants.

Prepares equipment and water system for winter temperatures.

Participates in snow and ice removal activities that requires use of commercial motor vehicle.

Carries out supervisory responsibilities, when applicable, in accordance with city policies, procedures, and applicable laws, including training in job skills, appraising performance, addressing complaints, reporting problems to supervisor, and planning, assigning, and directing work.

Directs work of seasonal or lesser experienced staff.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer hardware  
Motor Vehicle

Computer software  
AutoCAD

Leak detection equipment  
ArcGIS software

Trucks

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:** Associates degree in engineering technology, environmental studies or related field; and, additional training or course work in water system maintenance, water system construction or plumbing; and, four years of experience in the operation and maintenance of water systems; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement  
Grade I water distribution certification within six months of hire.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of municipal water distribution systems.

City, state, and federal laws applicable to water conservation, environmental health and sanitation codes.

**Skill in:**

Use of equipment and tools for analyzing leaks and failures in buried water lines.

**Mental and Physical Abilities to:**

Understand and carry out oral and written instructions.

Establish and maintain effective communications with other departments, employees, and the general public.

Perform strenuous and routine work.

Read and comprehend technical instructions.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.



**Working Conditions:**

Work is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather.

Work is performed in a very noisy place.

Work exposes the employee to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals.

Work requires the use of protective devices such as masks, goggles, and gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.