Human Resources
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Water Conservation Planner

JOB CODE	JOB FAMILY	PROFILE
JCP243	**Planning, Development & Protection**	**Water Conservation Planner**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**April 10, 2026**

The Water Conservation Planner supports the Public Works Division in water conservation planning. Researches, develops, and implements programs and projects focused on sustainable water use for Bernalillo County facilities and unincorporated areas.

Job Description

DUTIES AND RESPONSIBILITIES

- Analyzes water data and prepares Geographic Information Systems (GIS) maps, databases, reports, and presentations.
- Develops, implements, and manages water conservation plans and programs, including financial assistance and incentive efforts.
- Oversees daily operations for assigned projects—drafts Request for Proposals (RFPs), Request for Quotation (RFQs), and work orders; tracks retrofits, costs, and savings; and coordinates staff activities.
- Represents the County in multi-jurisdictional and regional water infrastructure planning initiatives and studies.
- Researches, applies for, and administers grants in accordance with relevant guidelines and procedures.
- Provides technical guidance to internal departments on water infrastructure planning and initiatives.
- Supports development and updates of water strategies, regulatory submittals, ordinances, and related documents.

- Leads training and outreach, including public education campaigns, internal training sessions, and community presentations.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Engineering, Planning, Environmental Sciences, Water Resources or a related field.
- Four (4) years of experience in water related infrastructure planning, water conservation and/or water systems including project management.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.

- Work experience must include projects that required coordination or direct interaction with state and federal agencies.

PREFERENCES

- Engineer In Training (EIT) preferred.
- Knowledge of New Mexico water law will be considered a plus.
- Experience with using GIS is preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.

- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- College transcripts must be submitted with application.

WORKING CONDITIONS

- Duties are performed 75% indoor, and 25% outdoors which entails exposure to extremes of weather conditions. Indoor duties are performed in a temperature-controlled environment on an even carpeted or tiled surface.
- Outdoor duties may be performed on both even and uneven surfaces, which may be either wet or dry.
- Surfaces may be inclined or flat, and range from natural undisturbed soil to gravel, asphalt, or concrete.
- May perform duties alone or as part of a group.
- Work hazards or potential work hazards include exposure to noise, vibration, dust, exhaust fumes, mist, and severe weather conditions; driving of vehicles; working in and around heavy equipment; and performing duties on rough terrain.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, two-way radio, measuring devices, copy machine, computer, and computer aided design equipment (CAD) are used in performance of duties.
- County vehicles may be used by employee in traveling from site-to-site throughout the County.
- Worker in performance of outdoor duties uses safety vests and hard hat.