



MARIN MUNICIPAL WATER DISTRICT

WATER QUALITY MANAGER

DEFINITION

Under administrative direction, serves as a technical expert and manager in the Operations division, plans, organizes, directs and represents the District's internal and external water quality program and regulatory planning and analysis activities; monitors legislative and regulatory initiatives governing water quality; assists in the management and operation of the District's water system; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

This single-position mid-management class serves as a high level, technical subject matter expert and manager. Under guidance from the Operations Director, the position has program management responsibility for directing District-wide activities related to water quality and regulatory planning and analysis as well as providing assistance in water system operations. Incumbent is also responsible for managing the Reclamation and Backflow work unit. Successful performance requires the ability to apply broad based operational knowledge of water treatment and water quality technology in developing programs, priorities, and strategies that support efficient and effective management of the District's water system. This position reports directly to the Operations Director.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Establishes, reviews and manages water quality service levels, goals and objectives based on regulatory requirements and industry best practices.
- Develops implementation strategies and plans to meet more stringent regulations and customer requirements.
- Provides guidance and consultation services related to water quality, including review of engineering standards and projects, protection of water sources, optimization of treatment processes, and distribution system practices.
- Provides direction, analysis, and support to drive efficient and effective management of the District water system, including benchmarking and analysis, and effective use of automation/computer applications.
- Conducts/oversees water quality engineering studies, designs and/or pilot testing with emphasis on optimizing unit processes of water treatment and water quality control; initiates and directs special studies and investigations to improve and maintain water treatment and production performance.
- Provides direction, supervision and support to the Reclamation and Backflow unit and serves as the technical expert on the District's Water Reuse program.
- Serves as technical and administrative liaison with the Regional Board on related matters.
- Prepares and directs the District's strategy for the maintenance and enhancement of potable water quality and business practices to assure cost effective achievement of water system service levels.

- Represents the District in connection with state and federal water quality legislation issues and national meetings or conferences on water quality.
- Provides a central source of information on water quality, technical, legislative, regulatory and related issues.
- Performs administrative duties such as budget preparation, employee selection, training and evaluation and report preparation.
- May represent the division as directed.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- The regulatory and legislative process in local, state and federal government.
- Federal, state, and local laws and regulations governing water quality, recycled water, and cross connection control.
- Principles and practices of effective leadership, management, and training.
- Safe Drinking Water Act and related legislation and regulations.
- Principles and practices and methods of the production, supply, transmission, and treatment of domestic water supplies.
- Water chemistry and sample collection and analysis including physical, chemical, microbiological, and bacteriological analysis of water.
- Engineering practices and principles related to pipes, tanks, pumps, valves and other structures, and equipment related to production and distribution of drinking water.
- SCADA system operation, trending, and data mining.
- Web-based GIS systems to generate maps and locate information and assets.
- Enterprise Resource Planning software programs such as SAP to review equipment history, demand, and service history.
- Asset Management principles and practices.
- GOLDSIM hydraulic model or equivalent.
- Regional board initiatives, regulatory programs such as TMDLs, NPDES permits.
- MS Office suite of products.

Ability to:

- Operate a networked personal computer, work from remote locations, use laptops, ipads, smartphones in accomplishing daily tasks.
- Review Engineering Plans and Specifications.
- Analyze and evaluate complex water quality and environmental legislation and regulations.
- Coordinate District resources in a multi-disciplinary approach to formulating responses to proposed legislation and regulatory issues.
- Analyze complex technical and administrative problems.
- Make clear, concise and effective written, graphic and oral presentations of complex and/or controversial information.
- Establish and maintain effective working relationships with regulatory and legislative agencies, special interest groups and others contacted in the course of the work.
- Develop work standards policies and procedures; evaluate personnel needs; establish and maintain effective working relationships.
- Develop scope of work for a complex technical work, contract administration, review and provide input and direction to the work of consultants as needed.

- Plan, develop and oversee the work of staff involved in water quality research, laboratory and field investigation activities.
- Manage personnel, budgets and work collaboratively with other departments.

Education and Experience: Any combination equivalent to education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Possession of a Bachelor's degree from an accredited college or university with major coursework in engineering, environmental sciences, environmental engineering, chemical engineering or closely related field.

OR

Possession of a Master's degree from an accredited college or university with major coursework in chemistry, biology, biochemistry or closely related field.

AND

Experience

Five (5) years of experience in areas such as water quality treatment process analysis, source water protection studies, treatment plant technology, water quality control, water quality regulatory program management experience and treatment plant superintendent experience. Two (2) years of the required five (5) years must include direct supervisory experience.

OR

Five (5) years of experience managing or supervising or serving as technical lead in the operation of a major technical program in a water system of similar complexity to the District. Two (2) years of the required five (5) years must include direct supervisory experience.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."
- Must be able to attend evening meetings and work outside of normal business hours on occasion.

LICENSES AND/OR CERTIFICATIONS

- Possession of a Class C Driver's License issued by the State of California, Department of Motor Vehicles, and satisfactory driving history.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of

more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness, and dust. The position may require the ability to work overtime and weekends as needed.

On a continuous basis, sit at a desk for long periods of time in front of a computer screen.

- Intermittently twist to reach equipment or supplies surrounding desk.
- Perform simple grasping and fine manipulation.
- Use telephone and computer keyboard on a daily basis.
- Able to work out in the field in inclement weather when needed or when responding to emergency situations.
- Able to navigate rugged uneven terrain.
- Able to occasionally access small spaces that require bending, crawling and kneeling.
- Able to occasionally travel by boat.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

ADDITIONAL PHYSICAL DEMANDS

Respiratory protection may be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment. Refer to current confined space entry requirements.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: June 2020
Approved by: Human Resources Manager

