



## **WATER QUALITY MANAGER**

### **DEFINITION**

Under administrative direction, serves as a water quality technical resource and manager, plans, organizes, directs and represents the District's internal and external water quality program, regulatory planning and analysis activities; monitors, participates in development of and implements 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 technical water quality resource and manager. Under guidance from the Water Resources Director, the position has program management responsibility for directing and implementing District-wide activities related to water quality including overall management of the District's Water Quality program including regulatory planning and analysis as well as providing assistance in water system operations. Incumbent is also responsible for managing the Water Quality Lab, Water Quality Field Technicians and 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 Water Resources 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.
- Interpret state and federal regulations related to surface water quality, discharges, recycled water reuse, storm water, creek restoration, integrated watershed management and other environmental aspects of District operations to ensure compliance
- 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.
- Prepare regulatory reports or permits as required by applicable law and regulations; obtain data from various sources, compiles, and completes required report or permit applications;
- Conducts/oversees water quality 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.

- Provides direction to Water Quality Field Technicians and Chemists in coordination of sampling and analyses.
- Manages the District's reservoirs and lakes
- Reviews and may prepare compliance reports for submittal to the State.
- Administers and prepares vendor contracts for analyses and supplies
- 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.
- Organizes and maintains accurate and detailed databases, files, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules
- 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.
- Prepares or manages preparation of scope of work for contracts, solicits proposals, recommends selection, and reviews the work of consultants preparing documents, permits and special studies for District projects;
- Performs administrative duties such as budget preparation, employee selection, training and evaluation and report preparation.
- Prepares staff reports and presentations given to staff and/or the Board of Directors
- May represent the division as directed.

## **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Principles and practices of effective leadership, management, and training.
- 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.
- 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.
- Regional board initiatives, regulatory programs such as TMDLs, NPDES permits.
- MS Office suite of products.

Ability to:

- Supervise staff, provide training and development opportunities, ensure work is prioritized and performed effectively, and evaluate performance in an objective and positive manner.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work 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 experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Possession of a Bachelor's degree from an accredited college or university with a major in civil, environmental or chemical engineering, chemistry, microbiology or other related field

AND

- Five (5) years of increasingly responsible experience working in drinking water quality, drinking water quality research, drinking water treatment, water treatment process engineering,, or regulatory program management experience. Two (2) years of the required five (5) years of experience must include experience managing, administering, directing or leading the work of other staff.

OR

- Seven (7) years of increasingly responsible experience working in drinking water quality, drinking water quality research, drinking water treatment, water treatment process engineering, or regulatory program management experience. Four (4) years of the required seven (7) years of experience must include experience managing, administering, directing or leading the work of other staff.

### **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 valid California Certificate of Registration as a Professional Engineer issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists or educational equivalent such as a Master’s degree or higher in civil, mechanical, environmental or chemical engineering or related field is highly desirable.
- Possession of a valid Water Distribution or Water Treatment Operator’s Certificate is highly desirable.
- 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.

*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

Revised; May 2025

Approved by: Human Resources Manager