



Assistant Water Resources Specialist

DEFINITION

Under direction performs professional and technical water resources work in the areas of planning, system modelling, water quality, operations, climate change, and energy efficiency; participates in studies, assists in the analysis of data and preparation of reports on a wide variety of District water system operations and water supply resiliency initiatives, and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Assistant Water Resources Specialist are assigned to work with project managers and may assist in a broad range of assignments, projects, analyses and modeling, and studies. The Assistant Water Resources Specialist is distinguished from the Associate Water Resources Specialist in that the latter functions as a project manager and is responsible for ensuring project management and performs more complex engineering work.

EXAMPLES OF DUTIES

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

- Assists in the performance of the preparation of complex analyses and planning reports relating to short-term and long-term water supply and/or water quality initiatives for a variety of District projects including use of engineering principles and practices to develop project schedules, preliminary design for the purpose of cost estimating;
- May develop, review, test, calibrate and maintain analytical computer modeling tools to conduct analyses of current and future water supply sources; utilize computer models to understand risks to District's water supply reliability and resiliency;
- Conducts or assists in the conduct of research and preparation of reports on long-range projects to assure successful operation of, water supply, transmission and distribution facilities; analyze alternatives and recommend technical solutions to provide a high quality, reliable source of supply;
- May analyze or assist in the analysis of the water supply and distribution system to determine what projects or improvements and operational procedures are necessary to improve energy efficiency, water distribution and water quality; serve as project manager as assigned;
- Assist with research, investigations, and analyses, such as water supply planning, numerical modeling and analysis, forecasting and risk analysis, hydrologic studies, feasibility studies, water resources systems simulations, water quality and chemistry studies, financial analyses and other statistical analysis; apply water resources principles and practices to varied problems, recommend and implement best management practices;
- Analyze or assist in the analysis of proposed and current legislation and government rules and policies;
- May prepare or assist in the preparation of grant applications for State and Federal funding;

- Assists in preparation and negotiation of water supply contracts, imported water delivery schedules;
- Performs or assists in the preparation of water resources or water quality reports, project schedules, cost estimates, and regulatory documents for a variety of District projects;
- Review and analyze environmental and other engineering documents, providing technical support to other departments and projects; coordinate assigned activities with other District divisions and sections and outside agencies and groups as appropriate;
- Prepare staff reports and presentation materials; prepare correspondence and establish and maintain appropriate records and files;
- Research publications and information sources; maintain up-to-date knowledge of current technical, policy, and legislation impacting District water resource or water quality concerns;
- May prepare operational manuals and recommend procedures; and
- Interprets and applies safety rules and regulations to work assignments.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles, practices, regulations and standards of engineering work in the areas of water resources, water system operations, water quality, project management, hydrology, geology, hydraulics, and/or environmental sciences;
- Principles and methods of water supply planning, operations, long-term water supply modeling and analysis;
- Preparation of requests for proposals, project budget, cost estimation, contract administration, and schedule information and materials;
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility;
- Technical report writing and estimate preparations;
- Proper spelling, grammar, punctuation and writing practices;
- Principles of organization, supervision and training

Ability to:

- Prepare accurate engineering calculations, cost estimates and engineering reports;
- Maintain neat and organized records of work performed;
- Use a computer to perform various tasks such as spreadsheets, word processing, database applications;
- Understand and carry out written and oral instructions;
- Depending upon job assignment, drive a vehicle;
- Travel to alternative work locations and offsite meetings.
- Prepare clear and concise records, reports, and correspondence;
- Establish and maintain effective working relationships with those contacted in the course of work

Education and Experience:

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

- Two (2) years of professional level experience in water resources, water supply planning, water distribution systems, water treatment or water quality.

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, or ability to obtain, an appropriate California driver’s license shall be required.
- Possession of a valid license as a Professional Engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists is preferred.

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 twenty-five 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 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 indoor work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness, dust and moderate to loud construction noise. The position may require the ability to work overtime and weekends as needed.

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: November 2022

Approved by: Human Resources Manager

