



WATER RESOURCES MANAGER

DEFINITION

Under general administrative direction, manages the District's Water Resources activities including securing and maintaining water supplies of quality and quantity sufficient to meet District needs and inter-agency liaison with state, federal, and local agencies and organizations to exercise management oversight of the Water Resources unit and to provide highly complex staff assistance to the Director of Water Resources.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification that exercises independent judgment in performing full managerial and administrative responsibilities for the Water Resources program, and provides highly responsible and complex staff assistance to the Water Resources Director.

The Water Resources Manager has management responsibility for water supply resiliency, water rights, long-term water supply planning and developing and implementing initiatives that address climate change and sustainability. Additionally, the Water Resources Manager may serve as liaison with state, federal, and local agencies, and provides highly complex assistance in the development of District Water Resources policy. Exercises direct supervision over assigned professional, supervisory and clerical personnel. Receives general direction from Director of Water Resources.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Manage, direct and organize Water Resources activities including securing and maintaining water supplies and water quality sufficient to meet District needs.
- Assists in the development of plans and implementation of short and long-term goals and objectives of the Water Resources Division that support water supply resiliency and the District's overall strategic plan; coordinates and reviews the District's water resources activities including evaluating risks to water supply, securing and maintaining water supplies of quality and quantity sufficient to meet District needs and recommending water supply alternatives;
- Obtain, review and analyze assessments of qualified consultants;

- Develops and administers water shortage contingency plans;
- Reviews engineering plans for short and long-term impact on District water resources;
- Prepares presentations and proposes projects related to the impact of climate change on local water supply;
- Plans, directs, reviews and evaluates the work of a professional and technical staff engaged in water supply and water quality;
- Stays informed of pending and current legislation impacting the water industry; interprets and observes applicable laws and regulations; ensures that the division's functions are in compliance with applicable laws ordinances and regulations; ensures compliance with related required reporting to regulatory agencies;
- Assists in representing the District, as directed, in negotiation of water supply contracts with Federal, State and local agencies; and directs administration of water supply contracts and water right permits;
- Assists in providing oversight to the Water Resources division budget; assists in budget development and implementation; assists in the forecast of additional funds needed for staffing, equipment, materials and supplies;
- Directs and/or prepares technical and administrative reports and recommendations to the General Manager and Board of Directors;
- Attends Board meetings; represents the District in community and professional meetings, making oral and written presentations as required;
- Selects, trains, and evaluates personnel; works with employees to correct deficiencies; implements discipline;
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service;
- Represents the division and District to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary;
- Researches and prepares complex technical and administrative reports; prepares written correspondence, and;
- Evaluates and updates the District policies and ordinances relating to water resources.
- Negotiates and reviews contracts as required for consulting services and other related activities.
- Ensures employee compliance with applicable safety rules and regulations.
- Performs related duties as assigned.

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, water supply and water rights.
- 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:

- Oversee and manage the Water Resources department and the activities of staff, consultants and other assigned personnel;
- 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, water supply 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 or environmental engineering or related field,

AND

- Four (4) years of experience managing a major program for a drinking water utility with emphasis in water resources, water quality, water supply planning, water rights, water supply resiliency, project management and hydraulic and hydrologic modelling. Two (2) years of the required five (5) years of experience 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 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.
- 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.

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.

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: April 2025
Approved by: Human Resources Manager