

ASSOCIATE WATER RESOURCES ENGINEER/PLANNER

DEFINITION

Under direction, performs a variety of complex professional and technical water resources engineering and planning assignments related to water demand, supply availability, optimization and use of local supplies, new supply development, short-term and long-term operational optimization of water supplies, and water policy; gathers, analyzes, and summarizes data and prepares and presents various reports on water resources planning issues; manages assigned projects and ensures work quality and adherence to professional standards; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Water Resources Engineer/Planner series. Incumbents at this level perform the more difficult assignments, projects, analyses, and programs assigned to classes within the series, requiring the use of discretion and independent judgment in performing assigned work, and full and thorough knowledge of the concepts, practices, procedures, and policies of assigned area(s) of responsibility. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from Senior Water Resources Engineer/Planner in that the latter is responsible for independently managing assigned water resources projects and programs and/or responsibility for organizing, assigning, supervising, and reviewing the work of assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Conducts complex water resources planning and analysis activities such as estimating water demand and conservation impacts and performing modeling based on historical usage data, land use trends, and other factors.
- Researches, analyzes, and summarizes data from various sources to support decisions related to securing and maintaining sufficient water supplies to meet demand and planning for District facilities.
- Develops, tests, and implements complex data analysis methods and various models leveraging data collection systems and related strategies to optimize statistical efficiencies and quality of water resources data.
- Prepares studies and reports on immediate and long-range impact of District water resources programs and the impact of other regional, state, and federal projects/programs on District resources.
- Develops, revises, and implements water resources reports and plans such as groundwater

sustainability, urban water management, integrated resources water management, and master plans.

- Prepares surface water and groundwater rights filings to the State Water Resources Control Board.
- Reviews environmental impact reports (EIR) and related planning documents; prepares responses to issues that impact the District for review and approval by senior staff and/or management.
- Conducts and/or reviews studies related to water demand forecasting, water facility planning and performance, and economic analysis of supply and demand management programs; monitors legal and regulatory changes and court decisions which may affect water resources projects and programs; provides updates and recommended changes to supervisor.
- Participates in the procurement process of contractors and consultants; prepares Invitation for Bid, Requests for Proposals, bid analysis, and evaluation documents; reviews proposals and provides recommendations for selection; verifies compliance with applicable codes, regulations, and/or funding agreements; provides support in preparing and administering contracts; directs, reviews, and reports on the work performed by consultants and/or contractors.
- Develops and monitors project budgets and schedules; reviews invoices to ensure compliance with contract and scope of work; manages requests for changes in scope of work for design; prepares contract addendums when needed.
- Provides support in managing District-funded capital projects from initial planning stages through to commissioning and start-up of new facilities and/or private development projects with consultants; ensures project compliance with District safety requirements.
- Attends and/or leads a variety of meetings; prepares and provides information for meetings including agendas, minutes, Board reports, presentations, and exhibits.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Principles and practices of water resources engineering or planning.
- Principles and practices of water supply, hydrogeology, and hydrology modeling and analysis, forecasting and risk analysis, and advanced data analysis methods.
- Principles, practices, theories, and methods of water supply planning and groundwater monitoring, contamination, and protection.
- Basic principles of project management including contract and budget administration.
- Recent developments, current literature, and sources of information related to innovation and trends in water resources management.
- Principles of mathematics and its application to water resources projects and programs.
- Practices of researching water resources issues, evaluating alternatives, making preliminary recommendations, and preparing technical reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Coordinate assigned water resources activities and projects with internal and external agencies and individuals.
- Apply water resources principles, practices, concepts, and standards to water supply planning and groundwater monitoring, contamination, and protection.
- Conduct complex water resources studies, projects, investigations, and analyses.
- Develop and implement complex data analysis methods and various models.
- Participate in the project management of District-funded capital projects.
- Research, analyze, and summarize data from various sources.
- Prepare clear, concise, and accurate reports, correspondence, and other written materials.
- Coordinate and participate in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations.
- Make accurate mathematical and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university in engineering, environmental science, planning, or a related field.

Experience:

- Three (3) years of increasingly responsible and diversified experience in the field of water resources planning.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting; some exposure to temperature variations, noise, fumes, toxic agents, dust, and traffic hazards may occur while at construction sites.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.