

WATER RESOURCES MANAGER

DEFINITION

Under administrative direction, plans, organizes, oversees, coordinates, and manages the work of staff involved in the water resources department including water resources planning, water systems engineering, water quality/laboratory, and wastewater systems engineering; manages the effective use of resources to improve organizational productivity and customer service; provides complex and responsible support to assigned department director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned management personnel. Exercises direct supervision over supervisory, professional, and technical staff through lower-level supervisors.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the water resources department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to water resources. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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.

- Plans, manages, and oversees the daily functions, operations, and activities of the water resources department including water resources planning, water systems engineering, water quality/laboratory, and wastewater systems engineering.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the section; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of assigned budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Manages multi-disciplinary water resources and engineering projects and studies through all phases including planning, design, construction and implementation, and close-out; leads

project teams, consultants, and/or contractors in the execution of projects; develops or reviews and approves work plans including, scope of work, budget, schedules, and baseline and/or service requirements; ensures project compliance with District safety requirements.

- Ensures established District standards, policies, and procedures, and water resources/engineering best practices are consistently applied; analyzes, interprets, and explains regulations and policies related to area(s) of assignment; researches and tracks legislative and regulatory developments; recommends, and upon approval, implements operational, compliance, and/or policy solutions.
- Directs and oversees 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; prepares, negotiates, and manages contracts; directs, reviews, and reports on the work performed by consultants and/or contractors.
- Manages the development, revision, and implementation of water resources, water quality, operations, engineering, and environmental/regulatory compliance reports and plans such as groundwater sustainability, urban water management, integrated resources water management, and master plans; reviews and submits reports to local, state, and federal agencies and provides responses to state regulators.
- Manages 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.
- Manages complex water quality planning, permitting, and regulatory compliance program management functions to ensure the District complies with all United States Environmental Protection Agency (US EPA) and California State Water Resources Control Board (SWRCB) water quality regulations and programs.
- Represents the District in applying and negotiating for new permits and permit renewals and amendments with regulatory agencies for water sources, treatment, storage, recycled water, and water discharges.
- Oversees and conducts water resources and/or engineering studies, investigations, and analyses; researches, collects, and analyzes data and evaluates results to determine project-specific feasibility, requirements, and parameters; prepares various water quality, engineering, and/or compliance reports and other supporting documentation for assigned projects/programs.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned programs, projects, activities, and services; presents reports to the Board of Directors and various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other District departments, divisions, and outside agencies; represents the District to regulatory agencies, the public, community interest groups, and contractors or consultants at meetings.
- Monitors and stays abreast of new trends and innovations in water resources programs; researches emerging products and enhancements and their applicability to District needs; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of water resources programs, policies, and operational needs.
- Principles and practices of budget and contract development and management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Advanced principles and practices of water resources engineering or planning.
- Advanced principles and practices of water supply, hydrogeology, and hydrology modeling and analysis, forecasting and risk analysis, and statistical analysis.
- Advanced principles, practices, theories, and methods of water supply planning and groundwater monitoring, contamination, and protection.
- Principles and practices of civil engineering with emphasis on the design and construction of water and wastewater facilities.
- Principles of engineering economics and their practical application to construction, water supply, and wastewater and/or water treatment projects.
- Principles, practices, techniques, equipment, and materials required for laboratory analyses related to the treatment, quality, and distribution of water, treatment of wastewater, and plant efficiencies.
- Principles and practices of civil and groundwater engineering with emphasis on the siting, design, construction, rehabilitation, and abandonment of municipal water supply wells.
- Principles and procedures for the development of well construction specifications.
- Applicable federal, state, and local regulatory requirements and permitting processes related to groundwater wells, including CEQA compliance, California Department of Drinking Water (DDW) requirements, and coordination with Groundwater Sustainability Agencies (GSAs)
- Principles and practices of hydraulic modeling for water distribution systems and wastewater collection systems.
- Design and implementation of monitoring, quality assurance/quality control, sampling, laboratory safety, and specialized research programs.
- Operations and regulatory requirements of water and wastewater management systems.
- Recent developments, current literature, and sources of information related to innovation and trends in water resources programs.
- Principles and practices of business correspondence and technical report preparation.
- 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:

- Plan, organize, oversee, and manage water resources programs and projects.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide high-level administrative, technical, and professional leadership to cross-functional

teams; guide interdepartmental coordination, program integration, and performance accountability to support organizational excellence. Select and supervise staff, provide training and succession planning opportunities, foster a culture of teamwork, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of District goals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct research and stay current on emerging trends, technologies, and legislation affecting water resources; recommend adaptive strategies to address climate change, drought, regulatory changes, and population growth..
- Effectively represent the District in meetings with governmental agencies, regional water task forces, elected officials, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of 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 education, 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 Civil or Environmental engineering, Hydrology, Water Resources Management, environmental science, or a science-related field.

Experience:

- Minimum 7–10 years of progressively responsible experience in water resources planning, water/wastewater engineering, or water quality management. This should include:
 - Minimum of 5 years in a supervisory or managerial role, leading cross-functional teams in water resources projects.
 - Experience in water resources with hands-on experience leading water supply planning, water rights administration, groundwater management, and regulatory compliance issues.
 - Experience in the development of technical plans including groundwater sustainability plans, water distribution system master plans, wastewater collection system master plans, recycled water master plans, integrated water resource plans, and water supply assessments. Experience in distribution, collection systems, and groundwater hydraulics including hands-on experience with hydraulic and groundwater models.

- Experience in collaborating with local, state, and federal regulators on issues pertaining to the water and the wastewater industry.

Licenses and Certifications:

- Professional Engineer (PE) license or Professional Hydrogeologist (PHG) in the State of California
- 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; push, pull, lift, and/or carry light amounts of weight; bend, stoop, and kneel; operate office equipment including use of a computer keyboard; 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.