



## Position Description

**WATER RESOURCES MANAGER****GENERAL PURPOSE**

Under general direction, plans, organizes, coordinates and directs the activities of computer modeling analyses and studies City water supply and water quality; researches, evaluates, and improves existing computer models of surface and ground water resources; plans, coordinates, and leads projects to develop policy recommendations on complex water resource management issues and to implement improved analytical methods; prepares and presents technical reports of findings and recommendations; and performs related work as required. This will include developing strategies, policies and programs to enhance ground and imported water resource opportunities and project implementation. The Water Resources Manager will also provide highly responsible and complex technical support to the Public Works Director. This position is responsible for managing and integrating a wide variety of functions and programs in identifying and planning for future water resource requirements for the City. These activities are accomplished in compliance with all applicable regulatory operational, procedural and budget guidelines.

**DISTINGUISHING CHARACTERISTICS**

This single position class has division head responsibility for the overall water resource planning including computer modeling, strategic recommendations, technical reports, CIP recommendations, contract management and inter-agency coordination activities. Requirements include evening and weekend hours and response to emergency situations. This is a Fair Labor Standards Act (FLSA) Exempt position.

**SUPERVISION RECEIVED**

General administrative direction is provided by the Public Works Director.

**SUPERVISION EXERCISED**

Direct and indirect supervision as required of professional, supervisory, technical, office, contract and consultant personnel assigned to the Public Works Engineering Division as related to water resource functions.

**DUTIES AND RESPONSIBILITIES (Illustrative only)**

Develops and directs the implementation of water resource goals, objectives, policies, and procedures; manage, develop and implement all Water Resource Management programs and activities; oversee the formulation of the Water Resources Plan, Urban Water Management Plan and other water and environmental resources documents.

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Develops and implements management systems, procedures, and standards for program evaluation.

Plans and directs project management activities for a variety of activities involving water resource planning and evaluation including recommendation for construction and capital improvement projects, including the preparation of specifications and consultant service agreements.

Prepares memoranda and reports documenting the results of complex technical analysis and makes presentations to technical and non-technical audiences to explain and summarize the significance of studies in support of City management decision processes regarding strategic water system initiatives.

Leads projects and to provides expert technical consultation and support to City work groups in assessing water supply and water quality impacts resulting from water facility capital projects and water operations.

Leads the preparation of, establish the scope of highly complex programs, projects, studies and reports relating to current and long-range water resources planning, water demand, supply forecasting, and project compliance and mitigation; negotiate and administer technical and related contracts; make authoritative interpretations of applicable laws, regulations, policies, procedures and standards

Directs the preparation and administration of the division budget, monitors authorized expenditures.

Oversees the management, maintenance and quality assurance of the City's reporting responsibilities and water resource databases including well production and groundwater yield.

Plans and coordinates major projects and directs assigned staff and consultants; other cities and water agencies and the SFPUC; prepares and reviews analyses and work products regarding complex water resource management issues, policy recommendations, and proposed improvements to analytical methods for assessing water supply and water quality relationship impacts.

### **PERIPHERAL DUTIES**

Exhibits and practices support for management decisions.

Demonstrates commitment to creating and sustaining a pleasant, cooperative and productive work environment.

Participates in meetings, workshops, and conferences with technical and management representatives of state, federal, local water agencies, and other stakeholder groups; presents significant findings and arguments in support of City strategies and initiatives; exchanges technical information regarding water supply, water quality, and water rights issues impacting the City.

Serves as member of various employee committees or other assigned groups; assures inter-departmental coordination and cooperation.

Represents the City in related professional organizations as appropriate.

Serves as liaison with other agencies, public entities, and other City departments or boards, commissions and committees.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major course work in natural or physical sciences, economics, natural resources management, urban or regional planning, civil or environmental engineering or a closely related field. This position also requires at least five years of progressively responsible experience in the water resource planning activities of a large, complex water or wastewater system with at least two years supervisory or project lead capacity.

**Experience:** Four (4) years of increasingly responsible management experience involving water resources with at least two (2) years in a responsible management or supervisory level position. Previous public sector experience is preferred but not required.

#### **Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** Contemporary methods, techniques, principles and practices of water resource planning, public administration and local government operations related to water resources, particularly as it relates to Federal, State and local laws or regulations and to City procedures affecting water resource activities; principles and practices of budget, and financial management; project management systems; purchasing procedures; principles and procedures of emergency response preparedness; safety practices and procedures including occupational hazards and safety precautions; safe driving principles and practices; well design and maintenance techniques; research techniques, methods and procedures and report presentation; computer use and techniques; proper interpretation and decision making in accordance with laws, rules and policies; principles and application of Best Management Practices, bench marking, performance measures, and customer surveys;

**Ability to:** Implement principles, practices, and terminology associated with water resources management issues including but not limited to hydrology, hydraulics, fluid mechanics, groundwater treatment and flow, and water quality and mixing processes; numerical modeling and programming techniques or direction of consultants thereof; the application of engineering mathematics; water rights, economics, and laws related to water transfers, sales, and exchanges; State and federal environmental and public health regulatory requirements governing public water utilities; environmental impact analysis principles and techniques; analyze engineering data and make decisions accordingly; interpret and coordinate complex, inter-disciplinary information from within the City or outside public and private sources; establish and maintain effective quality control of water resource activities; prepare, maintain and interpret records and reports; evaluate operations and problems, recommend and implement efficiency and productivity improvements; prepare and administer program budget including purchasing; and attend public meetings to explain and promote department water resource programs and policies.

**Skill in:** Operation of tools and equipment used, including a motor vehicle.

### **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain and maintain a valid California drivers license.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including software applications such as word processing, spreadsheet, CAD (computer aided design) and GIS (geographic information system) applications, and data base; motor vehicle; phone; two-way radio; fax and copy machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles. Ability to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 50 pounds; walk over uneven surfaces; exposure to outdoor elements and confined work spaces, electrical hazards, chemicals, dust and mechanical hazards associated with construction, maintenance and repair activities; manual and physical dexterity to operate phone, computer keyboard, and office equipment.

### **WORK ENVIRONMENT**

A combination of office and field environments; travels to and from site. May be required to work in extreme weather conditions. May be required to respond to emergency situations and work non-regularly scheduled work hours.

### **SELECTION GUIDES**

Formal application, rating of education and experience; oral interviews and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Resolution Number:

Effective Date:

Revision History: