



Position Description

WATER SYSTEM AND CONSERVATION MANAGER

DEFINITION

Under the general supervision of the Deputy Public Services Director, the Water System and Conservation Manager is responsible for the strategic management and long-term sustainability of water resources for the City.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Deputy Director of Public Services.

SUPERVISION EXERCISED

Generally none. May provide direction to consultants and other professionals, as assigned.

DISTINGUISHING CHARACTERISTICS

The Water Systems and Conservation Manager is responsible for the long-term strategic management of the water system. This class has a strategic and lead role in water supply and water sustainability. This is a Fair Labor Standard Act (FLSA) exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Develops, manages, implements, and markets water conservation programs and activities in coordination with the City's overall sustainability programs including public outreach, policy development, and reporting; establishes criteria for evaluating the effectiveness of conservation programs.

Develops specific criteria and monitors the implementation of an effective preventative maintenance program.

Develops emergency water supply plan and coordinates response to emergencies related to water supply.

Sets clear and measurable goals and outcomes to achieve a high-performance, service oriented divisions.

Coordinates the development of City water-related strategic plans and initiatives such as the Urban Water System Plan and Water Management Plan and implements them in alignment with City objectives and priorities.

Assists in the review of new development proposals to evaluate water supply, demand and capacity, and assures utilization of best environmental sustainability building practice.

Develops and manages implementation of the City's infrastructure Asset Management, Renewal and Replacement Program.

Identifies and recommends appropriate use of technology to enhance water system efficiency and sustainability.

Keeps abreast of legal and technical requirements related to water supply and distribution; ensures the City meets regulatory requirements for domestic water supply.

Represents the City in regional water system and conservation organizations including the Bay Area Water Supply and Conservation Agencies (BAWSCA) and other professional organizations, as required.

Provides assistance to the Deputy Director of Public Services and other City staff as required regarding water supply and conservation activities and interests including, but not exclusive to ground water management, water conservation, water quality, new development water supply planning and review, and urban water management.

Assists in the development of green building standards and other City environmental sustainability initiatives to promote resource conservation.

Leads projects as directed and provides updates and reports of those activities as required to the Deputy Director.

Assists with system management of other utility divisions and acts as the Chief Plant Operator.

Develops and manages the scope of programs, projects, studies and reports relating to current and long-range water conservation planning, water demand, and supply forecasting.

Manages and implements the Urban Water Management Plan, the Consumer Confidence Report and other water and environmental resource documents.

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

As assigned, assist the Deputy Director with the budget development process and identification of future revenue and expenditure needs for Public Services divisions.

MINIMUM QUALIFICATIONS

Knowledge of:

Theory, principles, practices, procedures, standards, information sources and trends in the field of water conservation and water operations; federal, state and local laws and regulations applicable to assigned areas of responsibility; principles and practices of management and employment laws; principles and practices of budgeting, purchasing, and maintenance of public records; principal and practices of business correspondence and writing.

Ability to:

Read and interpret drawings, plans, specifications and other related documents; pertinent local, State and Federal regulations as related to safety, maintenance, and operations of the water supply and distribution system; draft reports, as required, to regulatory bodies as required under State and Federal regulations; make accurate interpretations of applicable laws, regulations, policies, procedures, and standards; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationship with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Possession of an AA/AS degree in natural or physical sciences, economics, natural resources management, urban or regional planning, civil or environmental engineering, or a related field; and five (5) years of progressively responsible work experience in the water resources management and planning activities of a large, complex water or wastewater system with at least two (2) years of supervisory or project lead capacity. Public sector experience is preferred but not required.

Additional responsible work experience in water resources management can be substituted for the required education up to a maximum of two years of college level course work.

SPECIAL REQUIREMENTS:

Possession of and ability to maintain a valid California Class B driver's license.

Possession of both a State of California Grade 2 Water Treatment Operator Certificate (T2) and a Grade 4 Distribution Certificate (D4) by the completion of the probationary period to act as the Chief Plant Operator. Possession of T2 and D4 certification or higher at time of hire is highly desirable.

TOOLS/EQUIPMENT USED

Personal computer, including software applications such as word processing, spreadsheet, and data base; various hand and power tools, heavy equipment, motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to maintain the physical conditioning necessary to operate motorized equipment and vehicles; to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and occasionally lift 50 lbs.; walk over uneven surfaces; exposure to outdoor elements and confined work spaces, electrical hazards, chemicals, dust and mechanical hazards, associated with construction, maintenance and operation of a cable television system; manual and physical dexterity to operate phone, computer keyboard and general office equipment.

WORK ENVIRONMENT

A combination of office and field environments. Travels to and from sites. May be required to respond to emergency situation and work non-regular work hours.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests might 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.

Effective Date:

Resolution Number:

Revision History: