



WATER RESOURCES MANAGER

JOB SUMMARY: Under administrative direction, plans, manages, and oversees the Ontario Municipal Utilities Company's water resources program; represents the City, in coordination with the Utilities General Manager, on various regional and state-wide efforts related to water resources; performs professional level analysis related to the development and implementation of water resources; coordinates assigned activities with department staff, other City departments and outside agencies; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility for the overall administration of water resources for the Ontario Municipal Utilities Company, professional analysis related to available water resources, and coordination of the City's participation in various regional and state-wide water resource efforts.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Communicates and collaborates with various agencies and representatives, including county and other governmental officials, and City departments.
2. Represents the City, in coordination with the Utilities General Manager, on various regional and state-wide efforts related to water resources.
3. Prepares and updates the City's Urban Water Management Plan and ensures coordination with other regional plan updates.
4. Prepares water supply assessments and verification of water supplies for proposed developments in compliance with state laws.
5. Evaluates water supply scenarios and performs financial modeling for various supply source options in coordination with utility operations.
6. Performs resource management analysis for ground water, surface water and reclaimed water such as water allocation shortages and conjunctive use programs.
7. Prepares and administers various agreements such as interconnections with neighboring agencies, recycled water use agreements, water rights and joint powers authority agreements.
8. Evaluates and monitors groundwater level and quality trends in coordination with water well operations.
9. Participates in the development of and implements water treatment technologies including engineering feasibility studies, pilot projects and capital improvement projects necessary to meet regulatory requirements for the City's well supply, storage and distribution system.
10. Participates in the development of and implements departmental goals, objectives, policies, and priorities within assigned department.
11. Monitors, evaluates, and improves the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload.
12. May supervise and direct the activities of both office and field staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.

13. Prepares budget recommendations, monitors personnel and internal services expenditures; ensures expenditures remain within budgetary limitations.
14. Administers grant application and reporting process related to water quality projects.
15. Prepares and reviews reports for presentation to City administration and City Council.
16. Manages water resources related programs as assigned, including: water/wastewater quality compliance, recycled water and/or water conservation.
17. Participates in emergency response management.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to a bachelor's degree from an accredited college or university in Civil Engineering, Environmental Science or a closely related field.

EXPERIENCE: Five years of progressively responsible experience in water resources planning or water quality and treatment technology. Experience must include managing agreements.

KNOWLEDGE OF:

- Developing long- and short-range water resources plans.
- Developing long- and short-range operating plans and programs.
- Principles and practices of water cost analysis.
- Principles and practices related to water quality compliance, recycled water, and water conservation.
- Principles and practices of municipal water production and treatment.
- Applicable federal, state, and local laws, codes, and regulations governing water operations and environmental compliance.
- Supervisory and management principles.
- Preparation of grant applications and reporting.
- Preparation of specifications, contracts, and agreements.
- Developing and evaluating reports.

ABILITY TO:

- Analyze, assess, develop, implement, and evaluate programs to meet community and departmental needs.
- Develop needs assessments and customer rate structures.
- Manage and negotiate contracts, procurement and service agreements.
- Select, supervise, train, coordinate and evaluate the work of staff.
- Develop and implement departmental policy and procedure.
- Establish partnerships with vendors; manage contracts and service agreements.
- Plan, establish, implement, and evaluate department goals and objectives.
- Analyze, monitor, and control budget expenditures.
- Operate a computer using word processing and spreadsheet software.
- Provide administrative and professional leadership and direction.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

- N/A

SPECIAL REQUIREMENTS:

- N/A

DESIRABLE:

- Registration as a Civil Engineer in the State of California.
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ADDITIONAL INFORMATION:

FLSA Exemption Status: Exempt
Employee Unit: #3, Management
Job Family: Varies
Class Progression: Varies

Reports to: Utilities General Manager
Supervises: Varies

CLASS HISTORY:

Date Class Established: 06/19/2013
Revised Dates / Reason: N/A
Previous Title(s): N/A
Approved By HR Director: *Linda Matthews*
Date Approved: 8/13/13