

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Water Resources Manager	Job Family: 2
General Classification: Management	Job Grade: 34

Definition: To plan, direct, organize, and coordinate the City’s water resources program by ensuring effective and efficient water use in compliance with local, regional, and State best practices, and short- and long-term conservation mandates and initiatives. Monitor the City’s water use and analyze the portfolio of potable and nonpotable water to ensure adequate supplies for current and future domestic and irrigation needs.

Distinguishing Characteristics: This single class position is responsible for oversight and coordination of the City’s water resources planning. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Receives general direction from the Assistant Public Works Director (Public Services). Is responsible for the development, administration, and management of the City’s water conservation program and water supply portfolio. This position may supervise technical and administrative support staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Complete and update water resources management plans to reflect the City’s strategy and comply with local, State, and Federal regulatory requirements.
2. Analyze water supply contracts to ensure the City has available an adequate supply of water to meet current and long-term needs. Develop and implement initiatives to improve the reliability of the City’s water supply.
3. Coordinate development and implementation of goals, objectives, priorities, schedules, and budgets for the City’s water conservation and water reuse programs.
4. Implement, track, and maintain compliance with water conservation Best Management Practices.
5. Lead development of the City’s Urban Water Management Plan, water shortage contingency plans, and Consumer Confidence Report (water quality report).
6. Implement and manage the City’s water use information systems to ensure customer access to real-time water consumption information.

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7. Participate in the review and revision of the City's water supply agreements with the San Francisco Public Utilities Commission and the Santa Clara Valley Water District.
8. Perform complex financial and water supply calculations.
9. Monitor potential impacts to the City's water supply from droughts, environmental concerns, and regulatory impacts. Implement water use reduction requirements and programs to comply with supply shortages and water wholesaler mandates.
10. Represent the City in local and regional water supply management and development projects. Serve as a technical and professional resource to the City and guide water resource projects and master plans.
11. Seek opportunities to develop potable and nonpotable water supplies, and coordinate the City's participation in regional water supply planning efforts. Serve as the City's liaison or alternate to regional water committees and work groups for the Bay Area Water Supply and Conservation Agency (BAWSCA), the San Francisco Public Utilities Commission, the Santa Clara Valley Water District, and other agencies.
12. Serve as the City's point of contact for regulatory issues regarding recycled water and water reuse. Monitor changes to water reuse laws and standards and update Public Works staff regarding relevant changes.
13. Work with the Environmental Engineering and Compliance Section and the Community Development Department to review and analyze the water supply and regulatory implications of on-site water reuse projects.
14. In conjunction with department management and the Utilities Section, develop projections for water use and wastewater generation.
15. Provide technical expertise and advice concerning water conservation programs and regulations to City employees, the City Council, and the public.
16. Monitor Federal, State, and local legislation affecting water use and conservation and analyze implications of new and existing regulation requirements.

17. Develop regulations and ordinances pertaining to water conservation and drought response management.
18. Assist with the review of plans for new developments and improvements and provide water conservation recommendations to ensure compliance City Code.
19. Write Council reports and make presentations to City employees, the City Council, community groups, and regional water agencies.
20. Prepare media announcements, flyers, brochures, and other public education and outreach materials related to water conservation and water reuse practices.
21. Research and prepare division applications for public/private funding for infrastructure grants and loans. Oversee grant administration and reporting and ensure compliance with grant program regulations and contracts.
22. Represent the City in long-term planning efforts for development of local and regional indirect/direct potable reuse and treated contaminated groundwater use projects.
23. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Applicable laws, codes, and regulations associated with management of water resources and operation of water services, recycled water, and indirect/direct potable reuse in California; methods, procedures, and standard practices of water conservation and water reuse required to plan, monitor, and evaluate various water resources programs and projects; technical programs, research, and trends in water conservation; principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations; methods of public outreach and education, including principles of public speaking; basic principles of water/wastewater infrastructure construction and operation and water/wastewater treatment; municipal administration and program and budget management; principles of contract and grant administration; techniques for making effective public presentations, including graphical organization of data and oral presentation skills to the Council, department heads, City staff, community groups, and professional organizations; supervision and employee discipline; employee evaluation and training methods; planning, prioritizing, scheduling, and organization; standard

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office equipment, including a personal computer, and word processing, spreadsheet, presentation, and graphics software.

Ability to: Communicate clearly and concisely, both orally and in writing; read and interpret legal, technical, regulatory, and operational documents, manuals, and journals; conduct analytical studies, including financial analyses, evaluating alternatives, making sound recommendations, and preparing effective narrative and statistical reports; research, analyze, and interpret data and make recommendations; clearly present highly technical concepts to a wide audience; prepare and present oral and written reports and educational and information documents to the public, City staff, and City Council; maintain records and compliance documents; develop and maintain databases; effectively use computers and applications software; simultaneously coordinate and complete multiple projects; make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures; and establish and maintain effective and cooperative working relationships with those contacted in the course of work through the practice of personal and professional conduct, good judgment, sound decisions, integrity, and exemplary performance.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Four years of experience in water conservation or water resource management, including development, implementation, and coordination of water conservation programs or water supply development. A bachelor's degree in natural resource conservation, natural resource management, environmental sciences, water resources engineering, public administration, business administration, or a related field. Supervisory experience and a master's degree in one of the fields of study mentioned above are highly desirable.

Required Licenses or Certificates: Possession of a valid Class C California Driver License. Possession of an American Water Works Association Water Use Efficiency Practitioner Grade 1 certification and a State Water Resources Control Board (SWRCB) Water Treatment Operator Grade 1 certification at time of appointment. An American Water Works Association Water Use Efficiency Practitioner Grade 2 certification, Water Treatment Operator Grade 2 certification, SWRCB Water Distribution Operator Grade 1 certification, and a California Water Environment Association Grade 1 Collection System Maintenance certification is highly desirable.

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Working Conditions: May be required to work evenings and/or weekends for meetings and/or special events.

Established: October 2017

Revised:

HRD/CLASS SPECS

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