



## WATER RESOURCES MANAGER

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Water Resources and Environmental Programs within the Water Division of Public Works; participates in the development of policies and department strategies for program operations; ensures effective utilization of division resources to enhance organizational productivity; provides highly responsible and complex support to the Deputy Director of Public Works/Services in specialized areas; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Deputy Director of Public Works/Services. Exercises direct supervision over supervisory, professional, para-professional, technical, and administrative services support staff.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for managing an assigned division within the Public Works Department. The incumbent is responsible for developing and implementing policies and procedures for assigned division, including short and long-term water resources planning, budget administration and reporting, and coordination of key programs/projects within the water/sewer utilities divisions and represent the City of Chino with external agencies. The position applies advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. The position generally serves as an advisor and contributor to executive management on policies, procedures, and major City initiatives.

### **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 qualified employees can perform the essential functions of the job.*

- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Prepares and evaluates requests for proposals and negotiates contracts.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.

- Attends and participates in professional group meetings; researches water resources related emerging products and enhancements and their applicability to City needs.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Plans, manages, and oversees the daily functions, operations, and activities of the Water Resources Program related to groundwater, recycled water management plans, including applicable hydraulic analyses; models, monitors, permits, and ensure compliance of water resource activities.
- Manages and directs a wide variety of planning designed to assist the City in planning for the development of water resources to meet future needs and requirements; and oversees development and administration of various plans.
- Interprets engineering reports, and legal descriptions to support Geographic Information System (GIS) database development efforts for the City.
- Oversees water use efficiency programs and legislative initiatives; monitors and tracks regulations, ordinances, and practices that impact the City.
- Oversees environmental services and gives general direction to staff for compliance with the City, state, and federal regulations related to National Pollutant Discharge Elimination System (NPDES) compliance, air quality programs, pretreatment and source control.
- Oversees the City's water conservation programs, including supervision of the Conservation Specialist, program development, regulatory compliance, and implementation of water use efficiency initiatives in alignment with state mandates.
- Manages and implements the City's water rights.
- Represents the City at regional, interagency, and stakeholder meetings related to water resources, wastewater, and environmental programs; participates in policy, technical advisory, and governing board meetings to support coordination, compliance, and strategic planning efforts.
- Receives, investigates, and responds to difficult and sensitive problems and complaints; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- 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, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Budgetary, work planning, and time/material cost estimation techniques.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City 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 the staff and operations of the Water Resources Program and Environmental program.
- 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 and ensure programs operate within approved funding levels; and operate programs within allocated amounts.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Plan, direct, and coordinate Public Works water resources and environmental programs and manage a section of the Public Works Department.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research and analysis on water-related issues; evaluate alternatives; develop sound recommendations; and research, prepare, and present comprehensive technical reports and effective staff reports.
- Effectively represent the division and the City in meetings with governmental agencies, 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.
- 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.

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of 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 environmental science, water resources, or a related field.

Experience:

- Five (5) years of increasingly responsible, diversified experience, including two (2) years of experience in a lead or supervisory capacity serving in a public sector agency.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Agency sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**WORKING CONDITIONS**

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker.