



CITY OF PETALUMA
CLASS SPECIFICATION

Date: 1/23/2023
Job Class: 09WMRC

Water Resources and Conservation Manager

Summary

To plan, develop, manage, oversee, and administer programs and activities of the Water Resources and Conservation Division within the Public Works and Utilities Department including water supply planning and development, urban water management planning, groundwater, stormwater, urban recycled water, and water conservation and to coordinate water resources and conservation activities with other divisions and departments including overseeing water facilities master planning. Provides highly complex staff assistance to the Director of Public Works and Utilities.

This position also coordinates with the Environmental Services and City Engineering Divisions within the Public Works and Utilities Department to provide support with planning, managing, and overseeing the following programs and activities: (1) Environmental Services Division programs including permit compliance, recycled water, environmental lands management, and stormwater management; and (2) City Engineering Division programs including floodplain management, sea level rise adaptation, administration of the Community Rating System (CRS), and associated FEMA programs.

Class Characteristics

General direction is provided by the Director of Public Works and Utilities or a higher-level manager; responsibilities include the direct and indirect supervision of supervisory, professional, technical, and support services positions.

This position is distinguished from the Environmental Services Supervisor and Water Resources and Conservation Supervisor by its overarching management responsibilities for division operations, staff, consultants and contractors, and activities, whereas the supervisor positions are responsible for supervising the operations of a section or group within the division.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, develop, manage, oversee, and administer the activities of the Water Resources and Conservation Division including grant oversight and management as well as managing and overseeing a variety of division programs and projects.

Manage, develop, and implement divisional goals, objectives, policies, and procedures.

Prepare and oversee the Water Resources and Conservation Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

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Direct, oversee and manage the development of the Water Resources and Conservation Division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Prepare and oversee the Water Resources and Conservation Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Monitor grant programs, research and strategize on funding eligibility; oversee and coordinate grant application preparation; prepare grant agreements and make recommendations for approval. Work with Public Works team members to monitor and administer grant projects and programs from inception through completion.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

In coordination with the Environmental Services Division, provide support related to NPDES MS4 permit compliance for stormwater discharge; develop and implement plans for the implementation of stormwater utility and other dedicated funding sources.

Develop and implement a comprehensive, long-range water supply master plan for the City of Petaluma.

Interpret state and federal regulations related to water supply, water quality, water conservation, stormwater, floodplain management, and recycled water; and implement programs to ensure compliance.

Review water usage reports and track the progress of the water conservation program; direct and oversee the modification of the program to meet regulatory requirements.

Prepare, oversee, manage and administer relevant service contracts; identify and resolve issues with contractor compliance and performance.

Provide land and permit management support to management and supervisory staff including obtaining environmental clearance for the use of dredge spoils area.

Work with Operations and Environmental Services Divisions to oversee (1) master plan updates for recycled water, water distribution, stormwater, and wastewater facilities; and (2) exploration and development of various feasibility studies related to stormwater, utility rate reviews, ordinance changes, program improvements, and other infrastructure projects related to water resources and conservation.

Prepare a variety of reports, forms, correspondence, and related documentation on division operations; ensure all mandated forms and reports are properly completed and filed in a timely manner.

Oversee and coordinate with staff and outside agencies related to the operation of the City's water system, and stormwater, recycled water, groundwater, and water conservation programs.

Oversee and coordinate with staff and outside agencies related to floodplain management, sea level rise adaptation, administration of the Community Rating System (CRS), and associated FEMA programs.

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Serve as a member of the department's executive team and participate in discussions and decisions related to department-wide activities impacting personnel, facilities, quality goals, and budgets.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Perform related duties as assigned.

Skills/Abilities:

Organize and direct activities associated with permit compliance, water conservation, groundwater, recycled water, and stormwater.

Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules, and regulations.

Prepare, oversee, and administer division budget.

Principles of financial planning and rate making.

Ensure division compliance with operational and mandated regulatory requirements.

Manage, oversee, and effectively resolve issues associated with complex environmental permitting programs, process improvements, and water supply issues.

Manage complex projects, master plan updates, energy audits, and program improvements utilizing available resources effectively.

Read and interpret financial reports in the monitoring of expenses and revenues in the assigned budget.

Interpret and understand construction plans and basic engineering principles as they related to areas of water supply.

Respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.

Effectively present information to senior management, public groups, and/or City Council.

Prepare and present clear and concise technical and administrative reports.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices associated with the management and administration of environmental programs including permit compliance, water quality, water supply planning, stormwater management, groundwater, recycled water, and water conservation.

Principles, practices, and scientific theory associated with wastewater collection and treatment, permitting water recycling, floodplain management, sea level rise adaptation, and stormwater management.

Advanced principles and practices of project management and contract administration.

Basic laboratory and field sampling procedures.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent federal, state, and local rules, regulations, and laws.

Modern office procedures and computer equipment including asset management, data management, customer request, and work order systems.

Principles and practices of organizational analysis and management. Budgeting procedures and techniques.

Occupational health and safety standard practices.

Methods and techniques of analyzing and interpreting data and statistics.

Practices and procedures of local government, regulatory agencies, and grant agencies.

Principles and practices of supervision, training, and personnel management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in environmental sciences, chemistry, biology, engineering, or a related field. A Master's degree is desirable.

Experience:

Five years of increasingly responsible experience involving environmental services operations including regulatory compliance and project management, including two years of project management and supervisory experience.

Certifications/Licenses:

A certificate of registration as a Professional Engineer issued by the State of California or other States is desired but not required.

Possession of a valid California Class C driver's license.

Established: 1/23/2023

Resolution #: 2023-011

Revised:

Department: Public Works and Utilities

FLSA Status: Exempt