

JOB DESCRIPTION

TITLE: Water Resources Coordinator

SECTION: Monitoring

DEPARTMENT: Environmental Services

SRN: S 17

REPORTING RELATIONSHIP:

Reports to: Water Resources Manager

Supervises the following: Environmental Services Technicians and Aides

DEFINITION: Under general direction, plans, organizes, directs, and controls the functions of the Monitoring section. Responsible for coordinating water resources data collection and reporting and implementing water resources programs in the fields of irrigation, domestic water, sanitation and stormwater.

ESSENTIAL FUNCTIONS:

1. Supervise the work of environmental services technicians and aides in the Monitoring section including planning, organizing, directing and controlling their assignments, goals, objectives and personal development.
2. Review, research and evaluate proposed water resources regulations and prepare reports for Water Resources Manager, regulatory agencies, consultants and the public.
3. Develop, maintain and coordinate the water resources monitoring programs including implementing special studies related to water resources as assigned.
4. Coordinate district water replenishment monitoring programs and prepare related groundwater monitoring reports.
5. Attend meetings related to water resources as a district representative and prepare meeting summaries and evaluations for Water Resources Manager.
6. Supervisory duties include recruiting, evaluating, rewarding and disciplining staff.
7. Allied functions related to regulatory compliance, monitoring, analysis and reporting for water resources issues in the fields of sanitation, domestic water, irrigation and stormwater.
8. Work cooperatively with the Water Quality Supervisor to complete water quality related monitoring and reporting work as needed.

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MINIMUM QUALIFICATIONS:

License or Certificate: Valid Vehicle Operator's License issued by the state Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way would be to have three years of experience as a water resources associate, environmental services specialist, or environmental services coordinator, working with water resources issues in an irrigation, domestic water, sanitation and stormwater or similar environment.

Education: Typically, the successful candidate will have completed significant college level coursework in biology, chemistry, engineering or environmental science. A Bachelor of Science Degree in Engineering, Environmental Science, Chemistry, Biology or a related field from an accredited college or university is preferred.

Knowledge of:

- District rules and regulations.
- Location of district facilities and how these facilities operate within systems.
- Methods of stream flow measurements and water level and water supply monitoring.
- Computer program concepts, spreadsheets and databases as they relate to data management, record keeping, data evaluations and reports.
- General knowledge of the processes involved with irrigation, domestic water, sanitation and stormwater engineering.
- Principles of chemistry and chemical safety related to water quality testing.
- Principles of statistics related to data summaries and evaluations.
- Water supply contracts, agreements and environmental regulations related to the fields of irrigation, domestic water, sanitation and stormwater.
- Environmental regulations such as the Clean Water Act, the Clean Air Act and the Safe Drinking Water Act.
- Laws, regulations and policies pertaining to water supply and water rights.
- Principles of supervision and training.

Abilities:

- Make accurate mathematical calculations.
- Follow written and oral instructions and directions.
- Understand technical water resources data.
- Organize water resources data from multiple sources into accurate reports.
- Work cooperatively with others.
- Communicate effectively verbally and in writing.

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- Summarize and evaluate statistical water resources data.
- Use personal computer applications and Internet services to summarize and evaluate water resources data and research water resources issues.
- Review complex technical regulations and reduce these regulations to their effect on district interests.
- Possess technical writing skills as required for the preparation of environmental compliance reports and correspondence.
- Evaluate complex water resources regulations, reports and manuscripts.
- Work independently and use sound judgement when making decisions.

PHYSICAL REQUIREMENTS:

1. Drives district vehicle to job sites including over rough terrain.
2. May work in extreme weather conditions including heat and rain.
3. Uses telephone and two-way radio to communicate.
4. Uses personal computer, keyboard, mouse and monitor for long periods.

See Human Resources for physical assessment form.