

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** September 20, 2016

**POSITION TITLE:** **WATER RESOURCES MANAGER**

**GRADE LEVEL:** 2

**SUPERVISOR TITLE:** Chief Engineer

**FLSA Status:**  Exempt       Non-Exempt       At-Will

**BARGAINING UNIT:**  RCWDEA       RCWD MPCEA

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**DEFINITION**

Under general direction, manages and coordinates the services and activities of the Planning, Water Resources and Engineering Services Sections of the District's Engineering Division, as it relates to water resources planning, facility planning, and providing customer and engineering services.

**CLASS CHARACTERISTICS**

This is a middle management level classification responsible for the oversight and direction of a District department or functional work unit consisting of professional and/or technical staff. Responsibility also consists of performing and administering highly complex engineering and planning work requiring substantial professional training and experience. Positions at this level report to the Chief Engineer. This is an At-Will job classification and is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit.

**EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):

-  Implement, manage, and coordinate engineering and planning services to achieve assigned goals and objectives; evaluate and recommend necessary resources, staffing, organizational structure, and strategies
-  Review and evaluate work methods, procedures, services and products; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency
-  Develop, implement, and ensure compliance with District policies and procedures
-  Participate in hiring, supervising, training and evaluating assigned staff; define and monitor staff performance requirements; provide coaching for performance improvement, and take disciplinary action for performance deficiencies
-  Develop and recommend the department's budget; participate in monitoring appropriations and expenditures; recommend mid-year budget adjustments as

- necessary
- ✎ Respond to and resolve difficult and complex citizen inquiries and complaints
- ✎ Oversee and manage the planning, modeling, prioritization and scoping, of capital improvement/replacement projects
- ✎ Prepare and review a wide array of technical correspondence and documentation, such as studies, reports, letter correspondence, requests-for-proposals, Board letters, agreements, contract specifications, cost estimates, legal advertisements, graphic displays, etc.
- ✎ Develop and/or assist with various elements of the District's Master Plans, 5-Year Capital Improvement Plans, Resource Management Plans and related planning studies
- ✎ Direct and manage the preparation of Urban/Agricultural Water Management Plans, Water Supply Assessments, Sewer System Management Plans and related planning studies
- ✎ Administer and manage water transfers, water wheeling agreements and related water rights development and negotiations
- ✎ Manage and/or assist with various water resource planning and analysis activities, Santa Margarita River Watershed Management Planning and integrated resource planning activities
- ✎ Monitor, review and evaluate regulatory matters affecting water supply and water reliability issues
- ✎ Monitor, review and evaluate Metropolitan Water District of Southern California water supply and water reliability issues
- ✎ Assist with District plan check services and the processing of developer-led facility improvement projects
- ✎ Manage and/or direct outside engineering consultants performing work for the District
- ✎ Manage and/or assist with updating, maintaining, and archiving engineering and planning documents, record drawings, and reference documentation (work procedures, standard drawings and specifications, etc.)
- ✎ Assist with the development and improvement of the District's Geographical Information Systems (GIS)
- ✎ Prepare and present project-related and/or technical information to the Board of Directors or other agency personnel
- ✎ Lead and/or participate in various District team-driven initiatives
- ✎ Prepare, review, and/or coordinate preparation of project-related studies and documentation required by the California Environmental Quality Act (CEQA)
- ✎ Perform related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- ✎ Complex principles and practices of water utility including applicable planning, resource management, engineering and construction facets
- ✎ Current California water policies and issues, pertinent federal and state laws and regulations

- ✍ Computer applications related to modeling water facilities and water resources
- ✍ Principles of employee supervision including training, development and performance evaluation
- ✍ Techniques of public agency budget administration
- ✍ General principles of public administration and management related to the implementation and evaluation of programs, operations and services
- ✍ Principles and practices of sound safety management
- ✍ Applicable laws, codes and regulations

**Ability to:**

- ✍ Lead and participate in a full range of engineering and planning duties
- ✍ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✍ Select, supervise, train and evaluate assigned staff
- ✍ Administer an assigned department budget
- ✍ Interpret and apply laws, codes, regulations, policies and procedures
- ✍ Use computer technology, including GIS and water modeling, in support of department objectives and duties
- ✍ Comply with and enforce the District's Safety, Health and Environmental policies
- ✍ Gain cooperation through discussion and persuasion

**SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Five (5) to seven (7) years of progressively responsible civil engineering or water utility planning experience with three (3) to five (5) years of supervisory experience.

**Training:** Equivalent to a Bachelor of Science degree, from an accredited college or university, in Civil Engineering, Environmental Science, Water Resource Management, or a related field. A master's degree in a related field is desirable.

**Licenses and Certificates:**

- ✍ Valid California driver's license, required
- ✍ Professional Civil Engineer - State of California, required

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-to-one, and group meetings
- ✎ Regular attendance
- ✎ Regularly uses a telephone or radio for communication
- ✎ Uses office equipment such as a computer terminal, copiers, and fax machines
- ✎ Extended sitting, walking and standing
- ✎ Climbing

The essential functions of this position will require the employee to be exposed to the following working conditions:

- ✎ Inclement weather
- ✎ Travels regularly by vehicle in inspecting District sites and facilities

**OTHER REQUIREMENTS**

- ✎ This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends, and holidays as the day-to-day job duties may require.

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date