

	Job Classification: Representation: FLSA: Effective Date:	Water Resource Specialist SEIU Local 1021 Non-exempt July 13, 2022
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Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general supervision this class provides scientific and professional level support in the management of District water supplies, water conservation and demand management programs, hydropower assets, and watershed resources. Duties involve the application of complex technical analyses, development and review of planning documentation, and the preparation of presentations and staff reports; and performs related duties as assigned.

Supervision Received and Exercised

General direction is received from the Manager of Water Resources and/or General Manager.

Essential Duties

The following duties are typical for this position. Depending upon the assignment, the employee may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Examine District water supply and demand trends and develops tools and methods for analyzing long-term reliability and sustainable water use.
- Provide technical support for monitoring, reporting, and protecting District water supply rights.
- Prepare analyses of alternative water supply and storage options available to the District or to potential water users in Calaveras County.
- Perform analyses of District water and wastewater service area infrastructure, including specific water supply and demand features, scenario planning, and water use parameters.
- Assist with analyses of District hydropower assets, related institutional arrangements, and development of tools and methods for optimizing District benefits from these assets.
- Assist with water conservation and water use efficiency topics, outreach, and analyses (often in coordination with District External Affairs Manager).

- Review Calaveras County watershed and forest management conditions and develop plans and informational materials aimed at improving these conditions.
- Assist with the development of infrastructure and planning grant applications.
- Analyze federal and state regulatory programs and legislation to determine potential impacts to District water supplies and resources.
- Assist with the development of complex mandated plans and technical reports.
- Attend meetings with internal committees and external organizations, as necessary.
- Present to District managers, the District Board of Directors, and/or the public, as required.
- Establish and maintain an effective and cooperative working relationship with coworkers, representative of other water agencies, consultants, contractors, developers, engineers, local community groups, and local officials through knowledge of work, personal and professional conduct, good judgment, sound decisions, integrity, and exemplary performance.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- Basic understanding of California water systems and functions.
- Basic principles of physics, chemistry, hydrology, and mathematics as applied to water supply and demand management concepts.
- Environmental and/or engineering science.
- Practices of research and data analysis as related to natural resources planning.
- Use of computers and computer software in technical practice.
- Technical writing and (public) presentation skills.
- Basic record-keeping principles and document formatting.
- Standard business practices such as letter writing, report writing, and preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Perform accurate and complete computations and analyses.
- Develop and prepare clear and concise reports, plans, and specifications.
- Plan, coordinate, and organize work products.
- Analyze complex situations and take effective action(s).
- Adapt to changing regulatory environments and to recognize impacts to the District.

- Maintain a variety of working and official files.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand, and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet, and hydraulic modeling.
- Maintain friendly and cooperative relations with co-workers and peers.
- Operate a computer and essential office software.
- Communicate clearly and effectively with District staff and managers, the District Board of Directors (as required), and the public.

Education and Experience

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:

- Graduation from an accredited four-year college or university with major coursework in water resources management, natural resources management, planning, civil or other field of engineering, geology, physical sciences, earth sciences, natural sciences or a field related to the assigned functional areas(s).
- Minimum of three (3) years of professional level experience with responsibility in water resources management, water supply planning or distribution, mitigation of natural resource impacts, or hydrology.

Licenses and Certifications

Registered with the State of California as a Professional Engineer (PE) or Professional Geologist (PG), and/or registered with the American Institute of Hydrology as a Professional Hydrologist (PH) is highly desirable.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation with fingers; reach with hands and arms; use a telephone or other electronic communication devices; stand

for long periods of times; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, stoop, crouch, climb, kneel and twist while checking equipment; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work is generally carried out in a typical office setting. While performing the duties of this job, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel may be necessary on an occasional basis via District vehicle (or may request to use personal vehicle) for District related duties and activities.

Additional Requirements

- 18+ years of age with high school diploma or equivalent.
- Eligible to work in the United States.
- Valid California Driver's License maintained in good standing.