

WATER MANAGEMENT SPECIALIST

Definition:

Plans, coordinates, performs and reviews the collection, analysis and presentation of resource and operations related data and perform related tasks as required.

Distinguishing Characteristics:

This is an exempt, mid-management position and receives only general instruction or supervision. Incumbents are required to work independently and exercise sound professional judgment in the analysis of data. Duties are performed mainly in an office setting and include regular walking, bending, stooping, focusing vision for close work as well as distant vision but also may include working outdoors, traversing uneven terrain, lifting and carrying (up to 50 lbs.), working on wet, slippery surfaces; operation of a motor vehicle.

Examples of Duties:

- develop procedures for the collection, conversion, compilation, analysis, interpretation and evaluation of water flow, temperature and other related data related to the availability and reliability of ground, surface, and reclaimed water from telemetry, other agencies, direct measurement and other sources;
- develop and recommend annual budget for data collection and analysis section of department;
- establish baseline flows and changes in flows;
- analyze and calculate water data and operational efficiency savings;
- prepare reports for regulatory agencies, Board of Directors and operations staff;
- develop, operate and maintain specialized databases, reporting formats and procedures;
- identify data needs and link into other data bases to obtain data;
- present data in usable, easily understandable format;
- track availability, delivery and use of Agency water supply;
- evaluate equipment for purchase and sites for the design of data gathering networks;
- install, maintain, calibrate and troubleshoot data collection instruments and equipment;
- develop, maintain and interpret records, logs, reports, maps, charts, graphs, and photographs;
- assist in drought response and emergency planning, operate a personal computer and data analysis software;
- respond to requests for information from a variety of sources;
- provide data and support in emergency preparedness functions;
- prepare and present staff reports and correspondence;

WATER MANAGEMENT SPECIALIST

- attend and participate in meetings;
- may train and supervise other staff or seasonal help;
- perform related duties as required.

Qualifications:

Knowledge of:

- principles and theories of various types of data collection and analysis as it relates to water system management;
- modern office procedures;
- operational characteristics of various meters, telemetry and SCADA equipment and other related devices;
- principles of mathematics;
- analytical report writing procedures and principles;
- pertinent federal, state and local codes, laws and regulations;
- public sector budget principles and practices;
- principles of supervision and training;
- safe work practices;
- personal computer with common office and technical software and Internet applications;
- operating various instruments in the measurement and recording of water resource data.

Ability to:

- develop accurate and comprehensive reports for regulatory agencies, operational staff and Board of Directors;
- operate and troubleshoot field and office equipment used for gathering and analyzing water resource related data;
- learn new methods and techniques;
- maintain accurate and complete records and correspondence;
- analyze problems and adopt appropriate courses of action;
- communicate effectively both orally and in writing;
- establish and maintain cooperative working relationships with others;
- comprehend and interpret complex regulations, laws, guidelines and contracts;
- adapt with flexibility to changing needs and environments;
- function independently with little direct supervision.

WATER MANAGEMENT SPECIALIST

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skill and abilities listed above. These would normally be acquired by completion of the requirements for graduation from high school supplemented by college coursework in computer operation, statistical analysis, hydrology or hydrography or a closely related field and five years experience in collecting and analyzing water resource data or an equivalent combination of education and experience.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.