

**JOB DESCRIPTION**  
**Water Resources Supervisor**  
**Code Number: 28010**

**GENERAL PURPOSE**

Under general direction, plans, coordinates, supervises, and implements a variety of field research programs and activities to support the District's water resources management efforts; supervises field staff; serves as liaison between the District, private well owners, other water agencies and government agencies to facilitate cooperation and mutual benefit in the acquisition of meaningful groundwater information; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The incumbent performs first-line field supervision, training and technical assistance to assigned staff, including groundwater research and data collection projects requiring the use of professional judgment and initiative in interpreting data and developing a variety of technical reports and water databases and cultivates positive working relationships with private well owners as a key element within the District's groundwater management programs. The incumbent is responsible for formulating and implementing staff's goals and objectives, supervising and coordinating staff, preparing the annual field operations budget, and directing day-to-day activities. Duties and responsibilities are carried out with considerable independence within the framework of established policies and guidelines.

This class is distinguished from the lower level class of Water Resources Technician in that it is a first line supervisor. It can be further distinguished from the higher level class of Water Resources Program Manager by that classification's program management responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

**FLSA DETERMINATION:** Meets administrative exemption from overtime.

Supervises and directs assigned technical field staff; participates in the selection and training of staff; conducts performance reviews; establishes performance requirements and personal development targets for assigned staff; provides for the training of assigned personnel in proper and safe procedures and practices; provides technical assistance and advice to assigned personnel; regularly monitors performance and provides coaching for performance improvement and development; and recommends compensation to recognize performance, subject to management concurrence.

Contributes to the development of and monitors performance against the annual budget.

Researches, assembles, collects, integrates and analyzes data pertaining to groundwater levels and quality within the District's service area; assists outside agencies in installations of data acquisition hardware for percolation/recharge studies and other water resources field activities.

Serves as on-going liaison and represents the District's groundwater management programs with private well owners, District staff, other water agencies, and others; answers questions and provides information on District programs and projects; works with other District staff to formulate methods and approaches for addressing concerns of private well owners and other District staff; follows up to ensure that concerns and needs are responded to; takes proactive steps to build positive relationships with private well owners and others in the course of promoting and gaining participation in the groundwater management programs.

Gathers all required field data and installs necessary hardware to support the development and maintenance of a District-wide groundwater monitoring database, including surface flow measurements, percolation testing, aquifer testing, well production, water quality and other relevant information related to water resource management; prepares charts and graphs on groundwater quality and aquifer levels; prepares comprehensive reports.

Interfaces with the private sector and local and federal agencies on resource management issues.

Performs satellite Global Positioning Surveying.

Performs design and construction on pipes, well sealing, meter installations and pond designs.

Designs and oversees special construction projects including the design and rebuilding  
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of imported water recharge facilities and surface water diversion facilities.

Performs related duties as assigned.

### **BALDRIGE RELATED DUTIES**

Supports and promotes the application of Malcolm Baldrige principles in the oversight of operations within the business unit.

Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.

Develops and monitors team and individual performance measures, ensuring that they align with District's Strategic and Operational Plans.

Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Methods and practices of effective representation of District resource management interests; principles and practices of employee supervision and training; principles and practices of budget development and administration; public relations, principles of field program management including applicable environmental and water quality standards and state and federal regulations related to groundwater monitoring; principles of operational hydrology, well construction and operation, water quality sampling techniques and ground water acquisition programs; hydraulics and electricity, modern statistical techniques used in water resource planning and water quality analysis; quality control practices for water sampling; distributional piping and pumping systems and EMWD's reclaimed and water distribution systems; basic surveying techniques and GPS surveying techniques and related pump and well efficiency testing and GPS software and hardware; pump design and operation; soil grading practices, field safety practices; writing and communication skills.

#### **Ability to:**

Select, motivate, evaluate, and supervise staff and provide for their training and development; analyze operational problems, evaluate alternatives, and recommend or implement effective courses of action; exercise independent judgment and initiative within general policy guidelines; establish and maintain effective working

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relationships with those encountered in the course of work; and prepare and administer the field operations budget.

Perform difficult water resources management activities, interact, build relationships and liaisons with private sector and other local agencies; perform water quality and groundwater research and analyses using computer equipment, environmental demographic and geographical databases, surveys and maps; conduct water resources research and data collection with a high degree of accuracy; understand water quality laws and regulations; identify research needs and exercise initiative and judgment in carrying out relevant research studies; accurately collect and compile data; make technical presentations; troubleshoot sampling and pumping equipment; use surveying transit and GPS hardware/software; communicate clearly, persuasively, and concisely, orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; make sound independent judgments within general policy guidelines.

## **Baldrige Based Knowledge and Abilities**

### **Knowledge of:**

Principles of managing by fact and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

### **Ability to:**

Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs; validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in earth science, hydrology, water resources management or a closely related field; and four years of groundwater management planning experience in a water utility; or an equivalent combination of training and experience.

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### **Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

### **PHYSICAL AND MENTAL DEMANDS**

***The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

#### **Physical Demands**

While performing the duties of this class, employees are regularly required to sit, stand and walk; talk or hear by telephone and in person; smell; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish basic colors and shades, depth perception and the ability to adjust focus.

Employees must regularly lift and/or move up to 100 pounds.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to use oral and written communications skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; perform detailed and precise work; and meet time-sensitive deadlines.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently exposed to outdoor weather conditions.

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