



## Groundwater Resources Manager

Class Code:  
110

### DEFINITION

With direction from the Manager of Water Resources, through subordinate supervisors and professional staff, plans, organizes, directs and reviews groundwater resource programs and well ordinance administration activities for the District; researches and provides technical review of proposed regulatory changes and monitors and comments upon legislative developments impacting groundwater management; prepares the annual budget request for the division, estimating staffing, materials, services, and equipment needs; monitors and controls unit expenditures after budget adoption; coordinates groundwater protection program activities with city representatives, Regional Water Quality Control Board staff and other agencies; serves as primary contact for property owners/operators on groundwater contamination and remediation issues, concerns and/or disputes; and performs other related work as required.

### DISTINGUISHING CHARACTERISTICS

Groundwater Resources Manager is a single position mid-manager classification. With limited direction within a framework of broad policies and procedures, the incumbent has overall responsibility for ensuring the management and protection of groundwater resources within the District; programmatic responsibilities includes: contamination prevention, site investigation and cleanup, aquifer reclamation, replenishment assessment, well ordinance administration, support for operation and maintenance of production wells, hydro-geologic research and the investigation and analysis of the groundwater basin. Assignments are given in general terms and subject to review upon completion. There is significant latitude for discretion and independent judgment to achieve overall goals and objectives of areas of responsibility.

This classification is distinguished from other managers within the District by the specific responsibility for ensuring the management and protection of groundwater resources. This classification is distinguished from the Manager of Engineering in that the latter is a department head with overall administrative responsibility for all staff assigned to and operational and programmatic activities of the District's engineering department and provides direction to this classification.

### TYPICAL DUTIES

#### TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Keeps informed on revised regulations or guidelines proposed by the Regional Water Quality Control Board; researches for impact and provides technical review of proposed regulatory changes; monitors and comments upon legislative developments that will impact groundwater management.
- Reviews property owner/operator comments and consultant reports of proposed investigation and remediation activities; reviews staff reports and signs letters to property owners and/or operators regarding additional work needed at the site.
- Ensures necessary contamination cleanup or remediation efforts are completed satisfactorily; responds to concerns from property owners disputing the need for cleanup; reviews case closure reports and quarterly summary reports prepared by staff

prior to submittal to the Regional Water Quality Control Board.

- Coordinates groundwater protection program activities with city representatives, Regional Water Quality Control Board staff and other agencies to minimize confusion for the public and ensure necessary compliance activities occur.
- Interviews and hires new staff; prioritizes, assigns and reviews work, approves time off for payroll purposes and prepares and reviews employee performance evaluations.
- Prepares the annual budget request for the division; estimates staffing, materials, services, and equipment needs based upon recent trends and planned activities; monitors expenditures after budget adoption and approves purchase requisitions.
- Oversees and evaluates the well ordinance program including: development of guidelines and standards for installation of wells, annual review of permit fees, inspection of drilling activities, implementation of a well destruction program and maintenance of well records.
- Oversees preparation of the annual Survey Report on Groundwater Conditions and submittal to the Board of Directors; ensures compliance with the District's Replenishment Assessment Act; reviews the supplemental water purchase and replenishment assessment rate recommendations and oversees the replenishment assessment program activities.
- Oversees the aquifer reclamation program established to remove saline water from the groundwater basin and to protect production wells; coordinates activities with the desalination facility's operation; and coordinates with other departmental staff to ensure compliance with the National Pollutant Discharge Elimination System permit.
- Oversees the gathering and interpretation of hydro-geologic data compiled from chemical and physical tests of soil and/or groundwater samples conducted in the field or laboratory; offers technical assistance and consultation to other engineering staff relative to the hydro-geologic aspects of groundwater monitoring and protection activities.
- Performs other related work as required.

## **REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

### **Education and Experience:**

Possession of a Baccalaureate degree from an accredited college or university with a major in civil, chemical or environmental engineering and five years of full time engineering experience, which includes at least two years of work experience in groundwater resources and at least three years' experience in a supervisory capacity.

**Knowledge, Skills and Abilities:**

Knowledge of: engineering principles, practices and methods, particularly as applied to groundwater flow and transport; groundwater contamination investigation and remediation methods; practices of effective employee supervision and personnel management; techniques for effective budgetary control and administration; Federal, State and local laws and regulations governing groundwater management and protection; engineering project management methods and techniques; basic hydro-geologic methods and techniques; well ordinance programs, the Groundwater Protection Act, and the Replenishment Assessment Act; safe work practices as they relate to the position.

Skill and Ability to: plan, organize and direct an effective groundwater resources program; effectively apply engineering principles and techniques to the solution of engineering problems; review and evaluate engineering consultant reports related to groundwater cleanup and remediation; plan, assign and supervise the work of subordinate staff; use initiative, resourcefulness, sound judgment and customer service skills in dealing with the public and to gain the cooperation of property owners; present technical information to non-technical audiences; maintain detailed and accurate records; prepare clear and concise written correspondence and reports; effectively operate a computer and other standard office equipment; proficiently use software programs for word processing, spreadsheets, data bases and presentation applications; communicate effectively, both orally and in writing; establish and maintain good working relationships with those contacted in the course of the work; identify workplace hazards and/or unsafe conditions and take appropriate corrective action; and perform the essential duties of the job without causing harm to self or others.

**Additional Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record.

**Working Conditions/Physical Requirements:**

The essential duties of this classification are performed in a controlled-temperature office and requires the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; and intermittently twist to reach equipment or supplies surrounding desk.

Occasionally, essential work activities are performed outdoors under a variety of climatic and geographic conditions in an environment with exposure to loud noise, chemicals, fumes and other environmental substances and require the ability to; safely drive a vehicle to job sites and traverse uneven terrain.

Revised: 12/14

Approved:   
Human Resources/Risk Manager