JOB DESCRIPTION

Coachella Valley Water District                     Date: July 2007

TITLE: Recycled Water Manager                SECTION: Operations

DEPARTMENT: Operations                        SRN: S19

REPORTING RELATIONSHIP:

Reports to: Director of Operations

Supervises the following positions: may supervise crew supervisors, crew chiefs and crew

DEFINITION: Under general direction, plan, organize and manage the operation, maintenance and customer service aspects of the district’s recycled water program and non-potable water distribution system. The recycled water manager must be able to coordinate work from multiple departments to meet the goals of the recycled water program. This classification is distinguished by its general responsibility for a district service.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and manages the district’s recycled water program to maximize beneficial reuse of treated wastewater.

2. Coordinates with recycled water customers to ensure that their use of recycled water is of the most benefit for the user and the district. Supports recycled water customers to ensure that they are in compliance with their discharge permits including application of water, cross connection testing and staff training.

3. Works closely with Wastewater Treatment Plant personnel concerning recycled water production, availability and distribution.

4. Participates in the planning and implementation process for the district’s Mid-Valley Pipeline project, ultimately assuming responsibility for managing the operation and maintenance of the non-potable water irrigation distribution system.

5. Negotiates new recycled water agreements with irrigators in coordination with the service and engineering departments.

6. Administer all active recycled water agreements. Negotiates any changes to these agreements. Performs recycled water rate studies.

7. Speak to groups such as golf course irrigators or homeowners associations regarding recycled or non-potable water use.

8. May supervises subordinate staff including supervisors, crew chiefs and crew members by providing training, counseling, and performance reviews to employees, to ensure adequate job performance.
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ESSENTIAL FUNCTIONS (Cont.):

9. Prepares budgets, estimates, and project cost estimates. Prepares and maintains accurate reports and records.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Any professional license or certificate that would illustrate the knowledge and experience required would be qualifying. Examples of licenses or certificates that would be desirable are valid certificate of registration as a California Civil Engineer, possession of an Engineer-in Training or Fundamentals of Engineering certificate, or top level certification as a Water Distribution Operator, Water Treatment Operator, Wastewater Treatment Operator or Collections System Operator as issued by the various governing bodies in California.

Education and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A Bachelor’s degree in a related field with three years experience in a professional level at a water utility is highly desirable. A high school diploma combined with ten years of increasingly responsible work in a related field where certification has been acquired is also qualifying.

Knowledge:
- Hydraulic Principles applied in a water utility.
- Strong Communication Skills, written and verbal.
- Water distribution principles.
- Concepts of recycled water treatment and use.
- Irrigation practices.
- Public agency finance, budgeting and cost accounting.

Abilities:
- Strong organizational skills.
- Coordinate different groups with conflicting goals.
- Effective public speaking.
- Work independently.
- Maintain excellent working relationships.

PHYSICAL REQUIREMENTS:

1. Drives district vehicle to job sites, including over rough terrain.

2. May work in extreme weather conditions including heat and rain.

See Human Resources for physical assessment form.