



CITY OF CHINO

Water and Environmental Manager

Definition:

Under general direction, directs, plans, and organizes the Public Works Water and Environmental Section responsible for the maintenance and operation of the City's water systems and for ensuring compliance with applicable environmental regulations; and performs related work as assigned.

Class Characteristics:

The Water and Environmental Manager, through subordinate supervisor(s), is responsible for the administration of the Water and Environmental Section of the Public Works Department, Engineering Division.

Essential Functions:

- Plan, coordinate, supervise, and inspect the maintenance and repair of the City's water system, consisting of production, transmission, and distribution systems.
- Supervise, coordinate, and direct the work of environmental engineering staff responsible for interpreting, implementing and ensuring compliance with a variety of federal, state, and local environmental regulations.
- Determine work assignments and utilization of personnel, equipment and materials; requisition supplies and materials; develop and prepare bid specifications for maintenance contracts and equipment.
- Make arrangements with contractors for projects not performed by City staff; coordinate construction and maintenance work with other divisions; provide assistance with a variety of construction and maintenance activities.
- Review and approve utility drawings submitted to the Engineering Division; assist Engineering Division in the preparation and review of plans, specifications, and drawings; assist in the preparation of utility rate analysis and make recommendations.
- Develop long-range and short-term City maintenance and construction objectives; prepare financial analysis and service objective reports; develop plans to meet future service needs; prepare section budget and control expenditures of allocated funds.
- Evaluate work methods and operations; plan and schedule section activities; prepare estimates and monitor construction, maintenance, and operating costs; evaluate section policies, procedures, and services to determine effectiveness; make changes to increase effectiveness to meet departmental objectives.
- Train and evaluate employees; take necessary disciplinary action; select staff; schedule vacations and leave requests.
- Investigate complaints related to the City's water and wastewater systems and initiate appropriate actions.

Water and Environmental Manager

- Supervise and direct the work of employees involved in emergency responses to major storms, hazardous material spills, and other emergency situations; and develop emergency response procedures.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in civil engineering, environmental engineering, hydrology, or a related field.

Experience:

- Five years of progressively responsible experience with water utilities, including or supplemented by
- Three years of experience in an administrative or managerial capacity.

Thorough knowledge of:

- Methods, materials, and equipment used in water system construction, maintenance, and repair.
- Installation, maintenance, and repair of valves, hydrants, services, mains, pumping systems, and water distribution systems.
- Equipment inspection, maintenance, and repair.
- Pertinent laws, codes, safety orders, and safe work practices related to water system construction and maintenance work.
- Water service facility and installation planning.
- Methods of collecting and preserving domestic water samples.
- Chlorination of domestic water systems.
- Mathematical principles as applied to water distribution.
- Principles of supervision, training, and discipline.

Water and Environmental Manager

Considerable knowledge of:

- Federal, state, and local environmental regulations impacting City operations.
- Budgetary, work planning, and time/material cost estimation techniques.
- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications.

Ability to:

- Plan and schedule work, set priorities, and monitor work progress.
- Research, prepare and present complex engineering and administrative reports on a variety of subjects.
- Plan, direct, and coordinate water and environmental regulatory programs and manage a section of the Public Works Department.
- Select, train, supervise, and evaluate employees.
- Communicate clearly and concisely, both orally and in writing.
- Make decisions regarding operational and personnel functions.
- Operate programs within allocated amounts.
- Deal tactfully and courteously with internal and external customers.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Develop comprehensive plans to meet future City needs/services.
- Represent the City and/or Department in a variety of meetings.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Plan and enforce a balanced budget.
- Develop new policies impacting department operations/procedures.
- Interpret financial statements and cost accounting reports.
- Establish and maintain effective relationships with the community at-large, the City Council, and other public officials.
- Handle confidential matters with discretion.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Possess a valid Grade III Water Distribution certificate.
- Possess a valid Grade II Water Treatment Operator certificate.
- Possess a certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers (desirable).
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Water and Environmental Manager

Physical Profile:

Category I; 7, 12.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 10/18/06

Replacing Water and Environmental Manager classification specification (undated).

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