

CITY OF SANTA ANA

JOB TITLE

Water Resources Manager (MM)

JOB CODE

04410

DEPARTMENT

Public Works Agency

TITLE OF IMMEDIATE SUPERVISOR

Executive Director, Public Works

JOB SUMMARY

Under general administrative direction, performs responsible general managerial functions for the City of Santa Ana water system, including planning, organizing, directing, budgeting and intergovernmental liaison.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Manages and supervises day-to-day water supply operations, including production, purchase and testing of drinking water supply for the City. Provides long-range planning to assure an adequate water supply and wastewater system for the future. Manages and supervises the Water Maintenance Operations to assure that the distribution system is adequately maintained and expanded to meet water needs. Maintains liaison with surrounding water agencies and Metropolitan Water District to protect City's water interests. Provides input to Development Engineering to assure coordination of new development with water and sewer system needs. Coordinates with water engineering professionals to assure development of needed capital projects and maintenance of system plans and records. Serves as Project Manager for construction of water and sewer projects. Prepares and administers annual operating and capital budget for water resources. Provides informational and educational programs on water issues to residents of Santa Ana. Provides policy recommendations for state and federal legislation affecting water issues of concern to Santa Ana. Coordinates and consults with management and Finance Department to secure an appropriate rate structure and timely, cost-effective fee collection service.

MINIMUM DESIREABLE QUALIFICATIONS

Education and experience equivalent to graduation from an accredited college with a bachelor's degree in administration, civil engineering or a related field. A valid certificate of registration as a Grade III Water Treatment Operator or eligibility for Grade V is required. Must possess and retain a valid California State Department of Health Water Distribution Certificate (WDC) - Grade 5 as a condition of employment.

Five years of progressively responsible professional experience including three years in administration of an urban water system.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

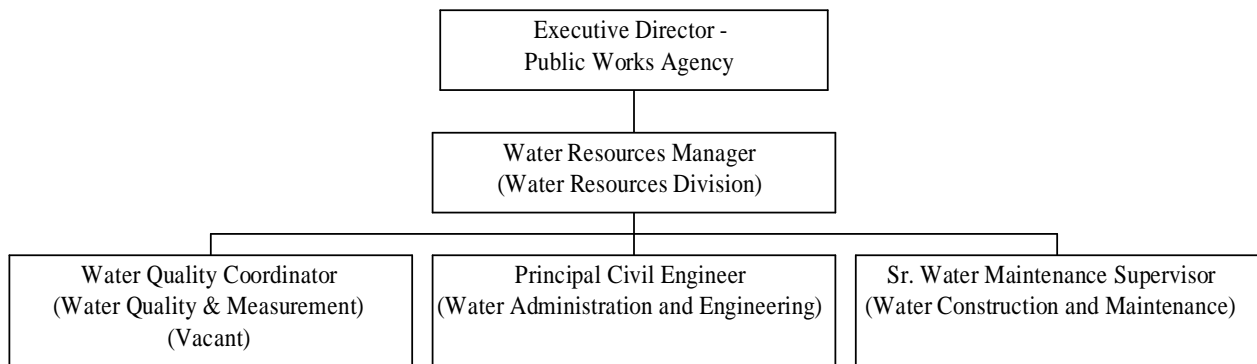
Knowledge of: principles, problems and purposes of wastewater systems and of municipal water supply, distribution and development; municipal government functions and procedures; principles and practices of planning; principles of supervision, public budgeting techniques.

Ability to: plan and direct water production operations; coordinate and expedite the efforts of a large number of professionals, in a complex organizational environment; prepare written reports in a clear and concise manner; develop and present policy recommendations; organize public information programs to support water policy; read, interpret and apply governmental regulations; develop and administer budgets; negotiate with other water agencies to support the City's goals and objectives; deal effectively with consultants, subordinates, other City staff, legislative bodies and water customers.

DESIRABLE CHARACTERISTICS

The successful performer will know municipal water systems operations and services. This person will be an effective leader who enjoys coordinating and expediting the efforts of diverse groups while maintaining the best interests of the customer. This individual enjoys a challenging environment, which requires making decisions and developing alternatives to solve complex problems.

ORGANIZATIONAL RELATIONSHIPS OF WATER RESOURCES MANAGER:



Class Specification Revised and Approved: 2/94  
Revised: 5/03  
ADA Approved: 03/03