

## EAST BAY REGIONAL PARK DISTRICT

### WATER RESOURCES MANAGER

#### GENERAL FUNCTION

Under general direction, the Water Resources Manager plans, programs, promotes, directs, coordinates and provides for the extensive water management needs of the District, including water supply and water quality control, erosion and storm water runoff, and waste water control. The Water Resources Manager provides technical advice regarding conservation, protection, enhancement and restoration of District water resources for pre-acquisition plans, park development plans, and park operations and maintenance.

#### ESSENTIAL FUNCTIONS

Administrative Functions: Manages the District's Water Resources Program to ensure adequate sources of clean water for drinking, swimming and other recreational activities, and to assure compliance with relevant water quality regulations and standards. Drafts annual objectives for the Water Resources program, and directs staff in its implementation. Assists the Stewardship Manager in preparation of the annual departmental budget; manages Water Resources program budget. Hires, trains, manages and evaluates the performance of subordinate staff. Directs and oversees monitoring, sampling and testing of drinking water, water in swimming areas, waste water, storm water runoff, and water-related hazardous materials. Oversees and coordinates all chemical or mechanical water treatment programs. Supervises and reports on emergency response for health-related swim beach closures, sewage spills, hazardous materials and the Drinking Water Emergency Notification Plan, and coordinates with appropriate regulatory agencies. Evaluates and updates water quality testing methodologies. Manages consultant contracts, including water testing and hazardous materials remediation and monitoring. Reviews, approves and authorizes payment of annual water system permit and regulatory fees.

Coordination with other District departments and outside agencies: Researches, monitors, analyzes water quality and quantity relative to standards for conservation, protection, restoration and enhancement of District water resources. Coordinates with Acquisition and Parkland Planning departments in pre-acquisition evaluations, water resource inventories and the preparation of land use plans for new facilities such as lakes, streams, quarry and stock ponds, swim beaches, water sources for staging areas and new residences and wastewater facilities. Provides technical data relative to the preparation of environmental (CEQA / NEPA) documentation. Assists Park Operations staff in developing maintenance standards and operating policies and procedures as they affect water resources. Prepares and monitors storm water pollution plans. Monitors and ensures compliance with lease agreements affecting water management standards. Advises District management and, as required, participates in the negotiation of leases relating to water use, such as grazing, crop growing agreements and lake management. Plans and documents specific work projects for subordinate staff; supervises such projects as spring development, installation of aeration systems, silt removal and water quality monitoring programs.

Coordinates with water resource permitting agencies and state and county health departments. Prepares, certifies and submits required periodic reports for drinking water systems, waste discharge systems, and swim beach water quality data. Coordinates with federal, state, regional, county and local regulatory agencies in the containment and remediation of hazardous material occurrences and other issues affecting water quality and public health. Coordinates with agencies such as the US Army Corps of Engineers, State Department of Water Resources, State and Regional Water Quality Control Boards, County Flood Control Districts, East Bay Municipal Utility District, San Francisco Public Utilities Commission, Contra Costa Water District,

Zone 7, Union Sanitary District, and state and county boards of health to assure compliance with regulations and consistent program implementation. Serves as District representative on water resource-related committees, including: Hayward Reclaimed Water Marsh Technical Advisory Committee, Alameda County Storm Water Management Program, Parks and Open Space Committee, Alameda Creek Fishery Restoration Policy Advisory Committee, and State Water Project Recreation Managers Committee.

Public Information and Policy Review: Maintains knowledge of current research, technical developments, new laws and regulatory standards and best practices in water resource management. Monitors and comments on pending legislation and regulatory changes affecting water supply and quality. Maintains contacts with state-level resource and policy analysts. Formulates recommendations on legislative and regulatory policy issues to District management, and advocates District positions to other agencies. Develops adaptations and innovations in water management and compliance programs.

Works with community groups to provide technical assistance on local watershed management plans which may affect District interests. Attends meetings, conferences, and gives informational presentations and generally represents the District in matters pertaining to the water management program.

Establishes and sustains communications with news media and the general public. Oversees and ensures timely posting of health warnings and dissemination of other important public information. Works with Public Affairs to design and execute public information service relative to the swim lakes and water quality management programs. Participates in District special events such as Lakes Appreciation Week.

#### MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university, with major work in aquatic biology, ecology, water resources management, chemistry, or a related field of study with no substitution for education, and

Experience: Three years' experience in a full-time professional level of water management.

Substitution: A master's degree may be substituted for one year of the required experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

#### KNOWLEDGE, SKILLS AND ABILITIES

Strong background in knowledge of water resource management practices and procedures. Current working knowledge of federal, state and local laws, regulations and permitting requirements relating to drinking water, lake, stream and swim water, waste water, and storm water runoff. Ability to understand relevant legislation and regulatory policies, write and communicate effectively and to maintain positive working relations with District staff and representatives of a variety of outside agencies.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California State Driver's License is a condition of initial and continued employment in this classification. Must possess and maintain current State mandated certifications, licenses and credentials as required to fulfill duties and satisfy regulatory mandates for this classification. Current certification requirements include: Qualified Storm Water Pollution Prevention Plan Developer (QSD) certificate. The Storm Water Pollution Prevention Plan Developer (QSD) certificate must be obtained prior to completion of probation.

REPORTS TO: Stewardship Manager

SUPERVISES: Water Management Supervisor