

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Water Resources Manager Revision Date: 10/2012
EEO Category: Professional
Status: Exempt (Prof.)
Control No.: 30558

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Director of Public Utilities, administer the City's water rights to ensure their long term stability, including management of the City's Ground Water Source Protection Ordinance and the City's Watershed Management Plan.

III. Essential Duties:

- In coordination with the Department Director, administers and preserves the City's portfolio of water rights worth more than \$170 million.
- Corresponds with the State Engineer's Office on water-rights matters and monitors City-owned water rights.
- Maintains active interest in other entity water rights that may impact City rights.
- Prepares and submits water-rights applications and protests, and represents the City in various administrative and legal proceedings.
- Provides Department with critical hydrology information on stream flows, irrigation diversions, water storage, and snow depths.
- Prepares a forecast of water supply and demand, and makes recommendations for handling drought, floods, water supply, storage and overall water management.
- Coordinates with Utah State Engineer, creek commissioners, and various irrigation companies on management of City's irrigation water rights.
- Manages the City's Groundwater Source protection ordinance. Works with the Utah State Division of Water Quality to keep the ordinance up to date and in compliance with State regulations.
- Manages the City's Watershed Management Plan. Monitors activity in the City's watershed areas to ensure compliance with the City's ordinance.
- Attends meetings with outside entities where protection of watersheds is discussed and promoted.

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

Education: Requires a bachelor's degree from an accredited college or university in Civil Engineering or a closely related field.

Experience: Requires eight (8) years' work experience in water resource management or a closely related field.

Certifications/Licenses: Requires a valid Utah Driver's License and requires a Utah Professional Engineer's (PE) License or have the ability to obtain it within six months of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Issues, ordinances and regulations as they apply to land use planning, water rights, water management, hydrology, Sandy City watershed, OSHA safety standards and EPA water standards and other related local, state and federal regulations and utility system facilities, equipment and operations.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money and tools; great responsibility for using correct judgment and making decisions which affect the activities of other individuals; responsibility to prepare reports and keep records.

Communication Skills: Ability to communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other people; and ability to effectively relate the value of the City's water resources to the public and governmental agencies, sometimes under difficult circumstances.

Tool, Machine, Equipment Operation: Requires the regular use of office equipment, including a telephone, personal computer and computer programs, printer and copier; requires the frequent use of a vehicle.

Analytical Ability: Ability to organize and prioritize tasks; establish meaningful goals; establish effective working relationships with employees and the public; accurately maintain records; apply complex concepts to the solution of problems and performance of assigned duties; and work independently.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, object, or controls. Position requires frequent communication with others. Employee will sit or stand for long periods of time. Position requires occasional climbing, balancing, walking, bending, kneeling and stooping and frequent use of a personal vehicle to move between work sites.

Work Environment: Great mental effort is required daily; moderate exposure to stress due to frequent interaction with others.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____