

North Marin Water District

DIRECTOR OF WATER RESOURCES

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Reports to: General Manager

FLSA Status: Exempt

DEFINITION

Under general administrative direction from the General Manager, plans, organizes, and directs the District's Water Resources Department; establishes goals and objectives for the department and internal policies and procedures related to departmental program activities; through subordinate managers and supervisors, directs the work of staff engaged in Water Resources and Water Quality program activities and ensures the effectiveness of departmental programs; provides responsible advice and counsel to the Board, General Manager, and District managers on a variety of water resources, water conservation and water quality issues; participates on the Executive Management team to develop District-wide policies and procedures and to advance the goal and mission of the District; provides highly responsible administrative staff assistance to the General Manager; represents the District to outside groups and organizations; serves as District liaison on various inter- agency coordination projects; and performs related work as required. Ensures overall compliance with various federal and state regulations associated with water quality and environmental health, primarily the federal and state Safe Drinking Water Acts, and the Clean Water Act.

DISTINGUISHING CHARACTERISTICS

The **Director of Water Resources** assumes full leadership and management responsibility for all activities and services within the Water Resources Department. Under general administrative direction, within a framework of overall goals and objectives, the incumbent directs water resources and water quality activities and has programmatic responsibilities that include water quality, conservation, groundwater resources, and Stafford Lake watershed management and operations. This position remains fully abreast of all personnel, operational and administrative activities; provides oversight to activities performed under the direct supervision of other District supervisors and complex support to the Department's supervisors as well as other District Departments.

SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the General Manager. Exercises direct supervision over Laboratory Supervisor, Cross-Connection Control and Water Conservation staff and support staff.

ESSENTIAL DUTIES (including, but not limited to the following)

Plans, supervises, directs and coordinates the activities, operations and services of the Water Resources Department including the overall quality or characteristics of domestic water, recycled water, and wastewater and associated regulatory compliance and technical requirements of such systems; insures the Water Resources Department activities comply with regulatory requirements, including potable, recycled and wastewater; overseas the management of data collection and generation of regulatory reports; oversees and/or participates in the development, implementation and maintenance of the Water Resources Department goals, objectives, policies and procedures; plans, coordinates and reviews the work plan for assigned programs and projects

Approved	
Date	7-22-26

and responsibilities related to Water Resources Department activities and services including management of consultant contracts; provides administrative and technical direction to staff and consultants.

Serves as Laboratory Technical Manager and responsible for all District laboratory protocols, procedures and applicable state of California Code of Regulations, including the California Environmental Laboratory Accreditation Program (ELAP). The Laboratory Supervisor position is responsible for day-to-day supervision of Laboratory staff, as described in Title 22 of the California Code of Regulations.

Provides oversight and ensures implementation of the District's cross connection control/backflow prevention program. Ensures enforcement of consumer compliance with District policies, State and local laws. Coordinates schedules and conducts cross connection surveys of potable or recycled water systems; reviews construction plans and plumbing specifications; provides information and assistance to other departments, contractors, engineers, developers, and the general public; and maintains a variety of records, files and documentation.

Supports and monitors the District's Water Conservation Program; analyzes water use patterns and identifies effective conservation measures; maintains relationships with local and regional agencies and stakeholders, including the Sonoma-Marín Saving Water Partnership and ensures compliance with the state's Urban Water Use Objectives.

Directs, coordinates, and participates in watershed management programs, activities, and operations, which includes data collection, monitoring efforts, sanitary surveys and other water sources assessments. Oversees, manages and is responsible for cooperative agreements, memorandum of understandings or master agreements with other local or regional agencies or entities related to District watershed lands. Coordinates various operational activities within the watersheds, including sediment removal, lake, dam and groundwater well operations.

Maintains effective regulatory compliance in accordance with District, local, state and federal requirements and policies; develops, evaluates and updates all water quality programs for the District including those related to the laboratory, operations, treatment and water and sewer facilities construction. Prepares or oversees preparation, certifies and submits regulatory reports to comply with various state-implemented requirements. Monitors legislative and regulatory activities and coordinates with District's external representative(s) and other managers, as appropriate, on legislative or regulatory issues to protect the interests of the District.

Prepares and presents staff reports and agenda items for consideration by the Board/Board Committees; serves as advisor to the General Manager and Board on water resources and regulatory issues. Works closely with key District staff on water quality issues related to potable and recycled water distribution as well as emergency management/preparedness and related programs. Responsible for reviewing and updating District Regulations related to water quality, water conservation, cross-connection and backflow and Board Policies related to water quality and water conservation programs.

Responsible for instilling esprit de corps and a healthy, positive work attitude in employees supervised. Coordinates the selection, orientation, and evaluation programs for Water Resources personnel; develops job descriptions as necessary; plans and coordinates staff training; identifies and resolves staff deficiencies; implements discipline and/or termination procedures; develops, implements, maintains and improves various computer programs for the division; develops the

Water Resources Department budget; participates in the forecast of necessary staffing, materials and supplies; proposes, presents and justifies divisional programs, projects, operations and services. Attend and participate in organizational and community meetings as necessary.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Minimum Qualifications- A Bachelor of Science degree in chemistry, biochemistry, biology, microbiology, natural or physical science, environmental engineering, sanitary engineering, or chemical engineering and five years' experience in the analysis of chemical, biological, or microbiological samples in an environmental laboratory for the water utility industry. Experience in environmental laboratory fields of accreditation for drinking water, non-potable water and sewage sludge, including but not limited to toxic chemical elements, microbiology and inorganic chemistry.

Desired Qualifications- Ten years of increasingly responsible management experience in laboratory operations in the water utility or equivalent field.

Knowledge/Skill/Ability

Knowledge of: the principles, methods, materials and equipment used in the chemical analysis and treatment of water and/or sewage; knowledge of the physical, chemical and biological factors affecting water quality and ability to identify and correct undesirable conditions; modern and complex principles and practices of program development and administration; principles and practices of budget preparation and administration; principles of supervision and leadership, training and performance evaluation; office equipment including computers, network systems and applicable software; pertinent environmental, environmental/public health and water quality related Federal, State and local laws, codes and regulations.

Ability to: mentor and develop staff through annual evaluations and review process, plan, organize, manage and direct the work of subordinate staff and consultants; select, supervise, train and evaluate staff; identify and respond to community and organizational issues, concerns and needs; develop, implement and administer goals, objectives and procedures for providing assigned services; analyze work problems, develop effective programs in accordance with local, state and federal regulations or guidelines; communicate clearly and concisely, both orally and in writing to staff, the Board and the public; establish and maintain effective working relationships with vendors, land owners, other agencies, supervisory personnel, subordinates, District Board of Directors and the general public.

License/Certificate

Possession of a valid Class C California driver's license.

Possession of a California Drinking Water Operator Certification Program (DWOCP) Grade D2 Water Distribution Operator Certificate or the ability to obtain certification within 18 months of appointment to position.

Possession of a Water Treatment Operator T2 certification from DWOCP is desirable but not required.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

This position requires the following working conditions and physical requirements:

Mobility: Ability to work in an office setting with prolonged periods of sitting, standing, twisting, bending, and reaching. Fieldwork may include walking on various surfaces, kneeling, bending, stooping, and squatting.

Manual Dexterity: Frequent use of both hands for simple and power grasping, fine manipulation, and coordinated movements. Tasks may involve operating office and field equipment, specialized instruments, and tools, requiring repetitive arm/hand movements and coordination of multiple limbs.

Physical Activities: Ability to use arms above the shoulder, walk on level, uneven and slippery surfaces, climb, balance, stoop, kneel, and crouch.

Computer Use: Proficiency in retrieving data using a computer keyboard.

Vision: Near and far vision for visual checks of facilities, reading plans, reports, and using a computer.

Hazard Exposure: Potential exposure to hazardous equipment, chemicals, and contaminants.

Driving: Ability to drive a vehicle.

Work hours: Include various evening meetings including regularly scheduled Board meetings; weekends, evenings, and holidays as required to accommodate the District's needs.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."