

# Water Authority Position Description

## PROGRAM MANAGER NPDES

Status	Position Code	Level	Date
APPROVED	PMNP	P29	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PLAN, DIRECT, MANAGE AND OVERSEE THE ACTIVITIES AND OPERATIONS OF THE WATER AUTHORITY'S NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) MONITORING AND COMPLIANCE PROGRAMS.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN HYDROLOGY, WATER RESOURCES, WATER LAW, BIOLOGY, CHEMISTRY, ENGINEERING, ADMINISTRATION OR A RELATED FIELD, PLUS SEVEN (7) YEARS LABORATORY MANAGEMENT/ADMINISTRATION, ENVIRONMENTAL COMPLIANCE, WATER UTILITY OPERATIONS, ENGINEERING OR LEGAL EXPERIENCE TO INCLUDE FOUR (4) YEARS DIRECT SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

### SUPERVISION RECEIVED/EXERCISED

RECEIVE ADMINISTRATIVE DIRECTION FROM HIGHER LEVEL MANAGEMENT STAFF.  
EXERCISE DIRECT SUPERVISION OF SUPERVISORY AND SUPPORT STAFF.

### ESSENTIAL FUNCTIONS

1. ASSUME MANAGEMENT RESPONSIBILITY FOR THE AUTHORITY'S NPDES REGULATORY COMPLIANCE PROGRAMS TO INCLUDE WASTEWATER DISCHARGE FROM PUBLICLY OWNED TREATMENT WORKS (POTWS), INDUSTRIAL DISCHARGES TO POTWS, PERMITTING OF INDUSTRIAL DISCHARGERS, SOLIDS REUSE AND DISPOSAL, STORM WATER, AND SURFACE WATER QUALITY.
2. PLAN, DIRECT AND COORDINATE WORK PLANS. REVIEW AND EVALUATE WORK METHODS AND PROCEDURES. MEET WITH KEY STAFF TO IDENTIFY AND RESOLVE PROBLEMS.
3. ASSESS AND MONITOR WORK LOAD, ADMINISTRATIVE AND SUPPORT SYSTEMS, AND INTERNAL REPORTING RELATIONSHIPS. IDENTIFY OPPORTUNITIES FOR IMPROVEMENT. DIRECT AND IMPLEMENT CHANGES.
4. DESIGN, IMPLEMENT AND MANAGE ENVIRONMENTAL MONITORING PROGRAMS TO ENSURE COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS, RULES, REGULATIONS, POLICIES AND ORDINANCES. EFFECTIVELY MONITOR WASTE WATER SYSTEM OPERATIONS.
5. SELECT WATER SAMPLE COLLECTION LOCATIONS AND LABORATORY ANALYTICAL METHODS. COORDINATE WATER QUALITY DATA COLLECTION PROGRAMS WITH LABORATORY, ENGINEERING AND OPERATIONS PERSONNEL STAFF. ANALYZE AND INTERPRET WATER QUALITY DATA AND PRESENT DATA GRAPHICALLY.
6. REVIEW PROPOSED FEDERAL, STATE AND LOCAL REGULATIONS AND ANALYZE THE EFFECT ON THE AUTHORITY'S WASTE WATER SYSTEM; PREPARE AND PRESENT INFORMATION TO REGULATORY AUTHORITIES REGARDING PROPOSED REGULATIONS.
7. COORDINATE THE ORGANIZATION, STAFFING AND OPERATIONAL ACTIVITIES OF ASSIGNED TECHNICAL SUPPORT PROGRAMS AND RESEARCH PROJECTS TO FACILITATE AND IMPROVE MUNICIPAL WASTEWATER OPERATIONS AND SLUDGE MANAGEMENT PRACTICES.
8. PROVIDE TECHNICAL AND REGULATORY REPORTING SUPPORT TO THE AUTHORITY ON NPDES AND OTHER WATER RECLAMATION MANAGEMENT ASSOCIATED PROGRAMS.
9. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF; PROVIDE OR COORDINATE TRAINING; WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES; IMPLEMENT DISCIPLINE AS NEEDED.
10. OVERSEE AND PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE ASSIGNED PROGRAM BUDGET; APPROVE THE FORECAST OF FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES. APPROVE EXPENDITURES AND IMPLEMENT BUDGETARY ADJUSTMENTS AS APPROPRIATE AND NECESSARY.
11. EXPLAIN, JUSTIFY AND DEFEND ASSIGNED PROGRAMS, POLICIES AND ACTIVITIES. NEGOTIATE AND RESOLVE SENSITIVE AND CONTROVERSIAL ISSUES.

#### **SUPPLEMENTAL FUNCTIONS**

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE ASSIGNED FIELD.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

**PREFERRED KNOWLEDGE**

OPERATIONS, SERVICES AND ACTIVITIES OF THE ASSIGNED OPERATIONAL AREA  
OPERATIONS AND ACTIVITIES OF A WATER QUALITY LABORATORY  
PRINCIPLES AND PRACTICES OF LABORATORY QUALITY ASSURANCE  
WATER CHEMISTRY AND MICROBIOLOGY AS RELATED TO DRINKING WASTEWATER QUALITY  
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF ENVIRONMENTAL ENGINEERING  
AND LABORATORY ADMINISTRATION OR OPERATIONS  
PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION  
PRINCIPLES AND PRACTICES OF GOVERNMENTAL BUDGET PREPARATION AND  
ADMINISTRATION  
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE  
EVALUATION  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

**PREFERRED SKILL/ABILITY**

PLAN, ORGANIZE, DIRECT AND COORDINATE THE WORK OF LOWER LEVEL STAFF  
SOLVE COMPLEX PROBLEMS AND COMMUNICATE THEM TO INTERNAL AND EXTERNAL  
CUSTOMERS  
ANALYZE WATER RESOURCES BUDGETS INCLUDING INFLOWS AND OUTFLOWS  
INCLUDING DEVELOPMENT OF DYNAMIC SIMULATION MODELING  
DEVELOP AND IMPLEMENT LONG-RANGE WATER RESOURCES AND REUSE ENGINEERING  
AND PLANNING  
DESIGN, IMPLEMENT AND MANAGE WATER QUALITY MONITORING PROGRAMS  
INVESTIGATE WATER QUALITY PROBLEMS AND RECOMMEND SOLUTIONS  
OVERSEE WASTEWATER TREATMENT OPERATIONS AND SLUDGE MANAGEMENT PRACTICES  
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF  
DELEGATE AUTHORITY AND RESPONSIBILITY  
ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE  
APPROPRIATE ADJUSTMENTS  
PREPARE AND ADMINISTER LARGE AND COMPLEX BUDGETS  
RESEARCH, ANALYZE AND EVALUATE NEW SERVICE DELIVERY METHODS AND  
TECHNIQUES  
INTERPRET AND APPLY FEDERAL, STATE AND LOCAL POLICIES, LAWS AND  
REGULATIONS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE  
CONTACTED IN THE COURSE OF WORK

**WORKING CONDITIONS**

OFFICE AND FIELD ENVIRONMENT; EXPOSURE TO INCLEMENT WEATHER, UNPLEASANT  
ODORS, COMPUTER SCREENS

**PHYSICAL REQUIREMENTS**

ESSENTIAL AND MARGINAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL CONDITION NECESSARY FOR SITTING, STANDING, OR WALKING FOR PROLONGED PERIODS; TRAVEL FROM OFFICE TO SITES

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES

MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES