

Water Authority Position Description

PROGRAM MANAGER-WATER CONSERV

Status	Position Code	Level	Date
APPROVED	PMWC	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

ANALYZE, RECOMMEND, IMPLEMENT, AND PROMOTE THE WATER AUTHORITY'S WATER CONSERVATION PROGRAMS AND SUPERVISE STAFF.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN ENGINEERING, PLANNING, MATH, SCIENCE, WATER RESOURCES OR A RELATED FIELD PLUS FIVE (5) YEARS OF EXPERIENCE IN URBAN WATER CONSERVATION PROGRAM IMPLEMENTATION, TO INCLUDE (3) THREE YEARS 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 SUPERVISORY OR MANAGEMENT STAFF.

EXERCISE DIRECT SUPERVISION OVER TECHNICAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. MANAGE WATER CONSERVATION PROGRAMS TO INCLUDE PROCESSING CUSTOMER REBATES, INCENTIVES, MARKETING STRATEGIES AND CONSULTANT CONTRACTS.
2. MANAGE AND PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF GOALS, OBJECTIVES, POLICIES AND PRIORITIES FOR ASSIGNED PROGRAM. RECOMMEND AND ADMINISTER POLICIES AND PROCEDURES. MONITOR PROGRESS TOWARD PROGRAM GOALS AND MAKE RECOMMENDATIONS.
3. ASSIST WITH STRATEGY DEVELOPMENT FOR AUTHORITY ADVERTISING CAMPAIGNS PROMOTING WATER CONSERVATION. MAY ASSIST PUBLIC AFFAIRS MANAGER AS SPOKESPERSON FOR THE AUTHORITY TO PROMOTE WATER CONSERVATION EFFORTS WITH THE MEDIA.
4. ADMINISTER THE WATER CONSERVATION PROGRAM TO ENSURE THAT THE PROGRAM IS CONSISTENT WITH OTHER WATER RESOURCES PROGRAMS.
5. MANAGE IMPLEMENTATION OF CUSTOMER INCENTIVE AND REBATE PROGRAMS TO REDUCE OVERALL USE OF WATER.
6. MONITOR THE PROGRESS OF THE WATER CONSERVATION PROGRAM INCLUDING MAINTAINING INFORMATION RELATED TO OVERALL AND INDIVIDUAL METERED USAGE, RESIDENTIAL, COMMERCIAL, INDUSTRIAL, AND INSTITUTIONAL ACCOUNTS AND DATABASES, AND OTHER INFORMATION RELATIVE TO REDUCTION IN OVERALL RATEPAYER USE.
7. PRESENT WATER CONSERVATION PROGRAM TO VARIOUS GROUPS, AND ORGANIZATIONS.
8. ANSWER CUSTOMER INQUIRIES AND RESPOND IN PERSON OR IN WRITING TO MEDIA INQUIRIES.
9. OVERSEE AND PREPARE THE ANNUAL WATER CONSERVATION BUDGET FOR REVIEW AND APPROVAL. PARTICIPATE IN THE FORECAST OF FUNDS NEEDED FOR PROGRAM ADMINISTRATION.
10. PERIODICALLY PREPARE LEGISLATION, RESOLUTIONS, OR ORDINANCES, FOR REVIEW AND APPROVAL RELATED TO IMPLEMENTATION OF NEW WATER CONSERVATION INCENTIVES OR OTHER PROGRAMS.
11. PREPARE ANNUAL REPORTS OF AUTHORITY WATER USAGE INCLUDING COMPARISON TO PREVIOUS YEAR BASELINE FOR COMPARATIVE PURPOSES. MAKE RECOMMENDATIONS REGARDING COSTS, SAVINGS AND WATER USAGE.
12. MONITOR AND CONTROL EXPENDITURES. PREPARE COMPUTER GENERATED STATISTICS AND REPORTS AS REQUIRED.
13. 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.

SUPPLEMENTAL FUNCTIONS

1. ATTEND MEETINGS, SEMINARS AND TRAINING PROGRAMS.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF URBAN WATER CONSERVATION TECHNIQUES AND THEIR PRACTICAL APPLICATION TO NEW AND EXISTING USES
PRINCIPLES AND PRACTICES OF INDOOR AND OUTDOOR WATER USES
PRINCIPLES AND PRACTICES OF URBAN WATER RESOURCES MANAGEMENT AND WATER PRODUCTION AND SERVICE
PRINCIPLES AND PRACTICES OF SUPERVISION, EVALUATION AND TRAINING
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

TRAIN, DIRECT, MOTIVATE AND SUPERVISE ASSIGNED STAFF
CONDUCT PUBLIC PRESENTATIONS AND SEMINARS
WRITE PROPOSALS, SPECIFICATIONS, REPORTS, DOCUMENTATION AND CORRESPONDENCE
DEAL PROFESSIONALLY WITH DIFFICULT AND IRATE CUSTOMERS OR RESPONSIBLE PARTIES
RESPOND EFFECTIVELY TO REQUESTS AND INQUIRES FROM THE GENERAL PUBLIC
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK
DEVELOP & PREPARE DATABASE COMPUTER GENERATED SPREADSHEETS, GRAPHICS AND REPORTS

WORKING CONDITIONS

OFFICE ENVIRONMENT WITH FREQUENT OUTDOOR SITE INSPECTIONS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING FOR PROLONGED PERIODS OF TIME; WALKING, STANDING, SITTING, BENDING, STOOPING; OPERATING MOTORIZED EQUIPMENT AND VEHICLES
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT