

Water Authority Position Description

PROGRAM MANAGER-WATER QUALITY

Status	Position Code	Level	Date
APPROVED	PMWQ	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 DRINKING WATER QUALITY MONITORING AND COMPLIANCE PROGRAMS.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN HYDROLOGY, WATER RESOURCES, WATER LAW, BIOLOGY, CHEMISTRY, ENGINEERING, ADMINISTRATION OR A RELATED FIELD, PLUS SEVEN (7) YEARS LABORATORY MANAGEMENT/ADMINISTRATION, ENVIRONMENTAL, ENGINEERING OR RELATED EXPERIENCE WITHIN THE ASSIGNED PROGRAM AREA TO INCLUDE FOUR (4) 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 MANAGEMENT STAFF.
EXERCISE DIRECT SUPERVISION OF SUPERVISORY AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. ASSUME MANAGEMENT RESPONSIBILITY AND ACCOUNTABILITY FOR THE WATER AUTHORITY'S DRINKING WATER QUALITY REGULATORY COMPLIANCE PROGRAMS.
2. PLAN, SUPERVISE, DIRECT AND COORDINATE, THROUGH STAFF, THE ASSIGNED PROGRAM'S WORK PLAN. ASSIGN PROJECTS AND PROGRAMMATIC AREAS OF RESPONSIBILITY. REVIEW AND EVALUATE WORK METHODS AND PROCEDURES. MEET WITH 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 THE DRINKING WATER QUALITY MONITORING PROGRAMS TO ENSURE COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS, RULES, REGULATIONS, POLICIES AND ORDINANCES AND TO EFFECTIVELY MONITOR WATER SYSTEM OPERATIONS.
5. SELECT WATER SAMPLE COLLECTION LOCATIONS AND LABORATORY ANALYTICAL METHODS. COORDINATE WATER QUALITY DATA COLLECTION PROGRAMS WITH LABORATORY, ENGINEERING AND OPERATIONS STAFF. ANALYZE AND INTERPRET WATER QUALITY DATA AND PRESENT DATA GRAPHICALLY.
6. OVERSEE THE OPERATIONS OF THE WATER TREATMENT PLANT PROCESS LAB. FACILITATE DEVELOPMENT OF MANAGEMENT POLICIES FOR THE LAB.
7. RECOMMEND CHANGES TO CURRENT DISTRIBUTION SYSTEM OR CONSTRUCTION, OPERATIONS AND MAINTENANCE PRACTICES AS REQUIRED TO IMPROVE THE QUALITY OF WATER DELIVERED TO CUSTOMERS.
8. REVIEW PROPOSED FEDERAL, STATE AND LOCAL REGULATIONS AND ANALYZE THE EFFECT ON THE WATER AUTHORITY'S WATER SYSTEM. PREPARE AND PRESENT COMMENTS TO REGULATORY AUTHORITIES REGARDING PROPOSED REGULATIONS.
9. PROVIDE TECHNICAL AND REGULATORY REPORTING SUPPORT TO THE WATER AUTHORITY AND OTHER DIVISIONS.
10. 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.
11. 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.
12. 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 WTP PROCESS LABORATORY
COMPLEX HYDROLOGIC SYSTEMS INCLUDING THE ABILITY TO UTILIZE THREE
DIMENSIONAL GROUND WATER AND SURFACE WATER MODELS
PRINCIPLES AND PRACTICES OF LABORATORY QUALITY ASSURANCE
WATER CHEMISTRY AND MICROBIOLOGY AS RELATED TO DRINKING WATER QUALITY
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF ENVIRONMENTAL ENGINEERING
AND 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
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

OVERSEE AND PARTICIPATE IN THE MANAGEMENT OF THE ASSIGNED OPERATIONAL
AREA
PLAN, ORGANIZE, DIRECT AND COORDINATE THE WORK OF STAFF
SOLVE COMPLEX PROBLEMS AND COMMUNICATE THEM TO INTERNAL AND EXTERNAL
CUSTOMERS
DESIGN, IMPLEMENT AND MANAGE WATER QUALITY MONITORING PROGRAMS
INVESTIGATE WATER QUALITY PROBLEMS AND RECOMMEND SOLUTIONS
OVERSEE PROCESS LAB OPERATIONS
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

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, STANDING, OR WALKING FOR
PROLONGED PERIODS; TRAVEL FROM OFFICE TO SITES
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES