

Water Authority Position Description

WATER RESOURCES SPECIALIST

Status	Position Code	Level	Date
APPROVED	WRSP	P26	Apr 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

PARTICIPATE IN THE DESIGN OR IMPLEMENTATION OF PROGRAMS AND STRATEGIES RELATED TO WATER RESOURCES. COORDINATE OR PERFORM RELATED ACTIVITIES.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN GEOLOGY, EARTH AND PLANETARY SCIENCES, WATER RESOURCES, ENGINEERING, ENVIRONMENTAL SCIENCES OR RELATED FIELD PLUS THREE YEARS OF RELATED EXPERIENCE. ADDITIONAL RELATED EDUCATION MAY SUBSTITUTE FOR EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

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

RECEIVES DIRECTION FROM HIGHER LEVEL MANAGEMENT STAFF

MAY EXERCISE TECHNICAL AND FUNCTIONAL SUPERVISION OVER SUPPORT STAFF

ESSENTIAL FUNCTIONS

1. ASSIST IN GROUNDWATER MANAGEMENT AND WATER RESOURCES MANAGEMENT ACTIVITIES. PLAN DEVELOPMENT AND FIELD ACTIVITIES AND PARTICIPATE IN IMPLEMENTATION OF WATER 2120 PLAN.
2. WRITE PROPOSALS, PROJECT REPORTS OR OTHER DOCUMENTS ON WATER RESOURCES SUBJECTS. PRESENT TO GOVERNMENT AGENCIES, PUBLIC INTEREST OR COMMUNITY GROUPS.
3. OVERSEE WORKERS WITH US GEOLOGICAL SURVEY, WATER AUTHORITY AND CONTRACTORS PERFORMING WATER LEVEL MEASUREMENTS, RIVER WATER SAMPLING, GRAVITY MEASUREMENTS, ESA ACTIVITIES (FISH COUNTS, BOSQUE RESTORATION PROJECTS, ETC.) OR SIMILAR ACTIVITIES.
4. MANAGE AQUIFER STORAGE AND RECOVERY PROJECTS. PERFORM DAILY FACILITY INSPECTIONS, MAINTAIN DATA FOR REPORTS TO STATE AGENCIES. ASSIST IN THE DEVELOPMENT OF WATER MONITORING AND ASSESSMENT METHODS.
5. ASSIST IN OR CONDUCT TECHNICAL STUDIES FOR WATER RESOURCES ON TOPICS SUCH AS WASTEWATER REUSE, AQUIFER STORAGE AND RECOVERY AND CONTAMINATION ABATEMENT. COORDINATE RESEARCH ACTIVITIES AS REQUIRED WITH UNM, WRRI AND OTHERS.
6. PERFORM DATA ANALYSIS AND ASSIST IN DEVELOPMENT SUSTAINABLE POLICIES OR PRACTICES.
7. ASSIST WITH TECHNICAL ACTIVITIES OF VARIOUS BOARD AND COMMITTEES, INCLUDING THE WATER PROTECTION ADVISORY BOARD (WPAB) AND POLICY IMPLEMENTATION COMMITTEE (PIC) AND TECHNICAL CUSTOMER ADVISORY COMMITTEE (TCAC).
8. CREATE AND MAINTAIN AN ELECTRONIC DATA ARCHIVE FOR THE WATER RESOURCES DIVISION. COMPILE WATER RESOURCES DATA, USING GEOGRAPHIC INFORMATION SYSTEMS (GIS) OR GLOBAL POSITION SYSTEMS (GPS) SOFTWARE.
9. PREPARE MAPS AND OTHER VISUAL AIDS AND ASSEMBLE INTERNAL AND EXTERNAL WATER LEVEL MEASUREMENTS, AS NEEDED.
10. PERFORM ADMINISTRATIVE TASKS SUCH AS PREPARING DOCUMENTS FOR MEETINGS AND POSTING MEETING ANNOUNCEMENTS, PREPARING MEETING MINUTES. UPDATE WEBSITE FOR WATER RESOURCES DIVISION SECTION OF THE WATER AUTHORITY WEBSITE AND WPAB WEBSITE.

SUPPLEMENTAL FUNCTIONS

1. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF WATER RESOURCES.
2. ATTEND PUBLIC MEETINGS OUTSIDE OF WORK HOURS AS NEEDED - MRCOG, WATER ASSEMBLY, MRGCD, ETC.
3. MAY PARTICIPATE IN ENVIRONMENTAL COMPLIANCE ACTIVITIES RELATED TO FEDERAL AND STATE CONTAMINATION INVESTIGATIONS AND/OR REMEDIATION/MITIGATION ACTIVITIES.
4. PERFORM OTHER DUTIES AS ASSIGNED.

PREFERRED KNOWLEDGE

PRINCIPLES AND APPLICATIONS OF ENVIRONMENTAL SCIENCE
ENVIRONMENTAL DOCUMENTATION AND TECHNICAL STUDIES FOR WATER RESOURCES
PROJECTS PRINCIPLES AND PRACTICES OF DATABASE MANAGEMENT
METHODS AND TECHNIQUES OF RESEARCH, STATISTICAL ANALYSIS, AND REPORTING
PRINCIPLES AND PRACTICES OF PROJECT DEVELOPMENT

PREFERRED SKILL/ABILITY

PERFORM TECHNICAL RESEARCH ACTIVITIES AND ANALYZE DATA
ANALYZE PROBLEMS, IDENTIFY ALTERNATIVE SOLUTIONS, PROJECT CONSEQUENCES OF
PROPOSED ACTIONS
UNDERSTAND, INTERPRET AND APPLY APPLICABLE LAWS, CODES AND
REGULATIONS
OPERATE AND USE MODERN OFFICE EQUIPMENT INCLUDING A COMPUTER
RESPOND TO REQUESTS AND INQUIRIES 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

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO
COMPUTER SCREENS, MOVING OBJECTS/VEHICLES, INCLEMENT WEATHER CONDITIONS.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: WALKING, STANDING OR SITTING FOR
PROLONGED PERIODS OF TIME; LIGHT LIFTING AND CARRYING; BOTH HANDS
REQUIRED, USE OF FINGERS, OPERATING MOTORIZED EQUIPMENT AND VEHICLES.
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.