

Water Authority Position Description

WATER USE COMPLIANCE SUPERVISOR

Status	Position Code	Level	Date
APPROVED	WUSP	P27	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, ORGANIZE, DIRECT AND SUPERVISE THE WATER AUTHORITY'S WATER USE COMPLIANCE PROGRAMS TO REDUCE WASTED AND UNACCOUNTED FOR WATER (UAW) INCLUDING: WATER WASTE ENFORCEMENT, LEAK DETECTION AND WATER AUDIT PROGRAMS.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN SCIENCE, ENGINEERING AND BUSINESS ADMINISTRATION OR A RELATED FIELD OR EQUIVALENT EXPERIENCE, PLUS FIVE (5) YEARS EXPERIENCE IN RESOURCE MANAGEMENT, ENVIRONMENTAL TECHNOLOGY, OR REGULATORY COMPLIANCE, TO INCLUDE TWO (2) YEARS OF SUPERVISORY EXPERIENCE IN A MANAGEMENT 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

RECEIVES GENERAL DIRECTION FROM THE HIGHER LEVEL MANAGERIAL STAFF.
SUPERVISE TECHNICAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF PROGRAM GOALS AND OBJECTIVES. ESTABLISH SCHEDULES AND METHODS FOR CONDUCTING WATER USE COMPLIANCE ACTIVITIES. IMPLEMENT POLICIES AND PROCEDURES.
2. DEVELOP OUTREACH ACTIVITIES AND MATERIALS FOR WATER USE COMPLIANCE STAFF TO USE TO EDUCATE THE PUBLIC ABOUT WATER USE COMPLIANCE STAFF TO USE TO EDUCATE THE PUBLIC ABOUT WATER USE.
3. MONITOR PROGRAM PERFORMANCE. ENSURE COMPLIANCE WITH PERTINENT FEDERAL, STATE AND LOCAL REGULATIONS, RECOMMEND AND IMPLEMENT MODIFICATION TO SYSTEMS AND PROCEDURES AND PRODUCE PERIODIC REPORTS OF PROGRAM ACTIVITIES.
4. REVIEW APPEALS FOR WATER WASTE ORDINANCE VIOLATIONS AND DOCUMENTATION OF WATER WASTE TO BE PRESENTED IN HEARINGS. MONITOR VIOLATION HEARINGS.
5. REVIEW APPLICATIONS FOR, AND ISSUE VARIANCES TO WATERING RESTRICTIONS AND SPECIAL PERMITS. REVIEW CLAIMS OF INCORRECT VIOLATIONS, ASSESSMENTS OR OTHER ISSUES AND DETERMINE VALIDITY.
6. PARTICIPATE IN THE RESEARCH, COORDINATION AND DEVELOPMENT OF NEW AND/OR IMPROVEMENTS TO THE EXISTING WATER CONSERVATION PROGRAMS FOR THE WATER UTILITY. ESTABLISH METHODS FOR COLLECTING NONEXISTENT INFORMATION FOR WATER AUDIT FROM OTHER DIVISIONS AND OUTSIDE AGENCIES.
7. MAINTAIN RECORDS AND DEVELOP REPORTS CONCERNING NEW OR ONGOING PROGRAMS AND PROGRAM EFFECTIVENESS.
8. COORDINATE CHANGES, ENHANCEMENTS AND UPDATES TO AUTOMATED APPLICATION SYSTEMS WITH INFORMATION SERVICES STAFF. PROVIDE TRAINING FOR END USERS.
9. ASSIST WITH PUBLIC RELATIONS CAMPAIGNS PROMOTING WATER USE COMPLIANCE AND CONSERVATION BY MAKING PRESENTATIONS AT MEETINGS OR COMMUNITY EVENTS OR BEING INTERVIEWED IN THE MEDIA.
10. PARTICIPATE IN BUDGET PREPARATION AND ADMINISTRATION. PREPARE COST ESTIMATES FOR BUDGET
11. 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. MAINTAIN AWARENESS OF NEW DEVELOPMENTS IN THE FIELD.
2. ATTEND MEETINGS, SEMINARS AND TRAINING PROGRAMS.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

BASIC OPERATION, SERVICES AND ACTIVITIES OF ASSIGNED AREA AS WELL AS OTHER WATER AUTHORITY DIVISIONS
PRINCIPLES OF EFFICIENT IRRIGATION AND IRRIGATION SYSTEM MAINTENANCE
PRINCIPLES OF XERISCAPING AND LANDSCAPE MAINTENANCE
PRINCIPLES OF CUSTOMER SERVICE
PRINCIPLES AND PRACTICES OF WATER USE AND CONSERVATION TECHNIQUES AND STRATEGIES FOR PROJECT, CONTRACT AND PROGRAM MANAGEMENT PRINCIPLES AND PROCEDURES OF RECORD KEEPING AND DATABASE APPLICATIONS PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES, REGULATIONS AND ORDINANCES PRINCIPLES AND PRACTICES OF SUPERVISION, EVALUATION AND TRAINING METHODS OF RESEARCH, DATA ANALYSIS AND REPORT PREPARATION WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

COORDINATE AND DIRECT REGULATORY COMPLIANCE AND EDUCATION PROGRAMS
DEVELOP AND IMPLEMENT GOALS AND OBJECTIVES FOR REDUCING WATER WASTE
OPERATE MODERN OFFICE EQUIPMENT INCLUDING COMPUTERS AND SUPPORTING WORD PROCESSING, SPREADSHEETS AND DATABASE APPLICATIONS
READ, UNDERSTAND, INTERPRET AND APPLY GOVERNMENTAL REGULATIONS
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC, MEDIA, WATER AUTHORITY STAFF AND OTHERS IN A PROFESSIONAL MANNER
PREPARE MATERIALS AND MAKE PUBLIC PRESENT PRESENTATIONS INVOLVING COMPLEX TECHNICAL INFORMATION
INTERPRET AND EXPLAIN WATER AUTHORITY POLICIES AND PROCEDURES
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK INCLUDING THE GENERAL PUBLIC

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO INCLEMENT WEATHER.

PHYSICAL REQUIREMENTS

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