



City of Tempe

WATER RESOURCES MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	440	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water Resources Manager
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general direction from the Deputy Municipal Utilities Director-Water Utilities or from other management staff.

Exercises direct supervision over supervisory and technical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of administrative or managerial experience in water quality, water engineering and/or water resource and conservation management, to include policy development, preferably in a public agency.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in Water Resources, Physical or Biological Science, Natural Resources, Engineering or Public Administration or degree related to the core functions of this position. A master's degree is preferred.
<i>License / Certification:</i>	Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission, vision, and values. To perform a variety of complex and highly responsible professional administrative duties related to water resource and conservation management. To plan, organize and direct water resources activities to include the development of policies, coordination and administration of programs and implementation of the City's short- and long-range water resource and conservation plan.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; ensure adherence to proper workgroup procedures and policies; provide pro-active performance planning utilizing performance management tools.
- Develop, implement, coordinate and update the Drought Preparedness Plan, Water Conservation Strategic Plan and Water Resources Master Plan.
- Propose and implement program changes to assure compliance with water conservation goals and objectives.
- Serve as the City's primary spokesperson on water conservation issues; investigate customer complaints and recommend corrective action as necessary to resolve concerns.
- Advise the Deputy Department Director, Department Director, City management and the City Council of current legislation, regulations and proposed new or modifications to existing statutes or policies affecting water resource and conservation through position papers, technical reports and oral presentations.
- Represent the City and serve as the City's primary liaison with committees, agencies and associations, such as the Arizona Municipal Waters Users Association, Salt River Project (SRP), Central Arizona Project (CAP), Arizona Department of Water Resources, Sub-Regional Operating Group and Maricopa Association of Governments.
- Prepare applications for permits from appropriate federal and state agencies.
- Represent the City before legislative committees and hearings regarding water resource issues and participate in negotiations as required.
- Review, follow and advise senior management on negotiation processes and modifications or interpretation of Arizona ground water code, SRP agreements, CAP subcontract or related agreements or rates.
- Monitor and prepare section-level budgets and oversee cost analyses and budget requests; plan and propose budgetary requirements to assure a viable water conservation program within the City; prepare and administer the water resource and conservation budget.
- Monitor and report the cost benefit and effectiveness of the City's water resource and conservation programs to City management and the City Council.
- Review infrastructure-engineering plans for conformance with City codes and attend pre-construction meetings as required to ensure compliance with Water Conservation Plan and Report ordinance requirements.
- Analyze data, complete feasibility studies, review designs for system modifications, review plans and administer contracts.
- Direct and conduct short- and long-range water planning activities including research, analysis, and issue identification, projection, modeling and related tasks.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
-----------------------------	-----------------	---------------------

Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective July 1989

Revised August 1993

Revised November 2001

Revised Nov 2010 (Removed optional driver's license statement)

Revised Dec 2010 (Title change)

Revised January 2017 (add physical/mental activities)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)

Revised March 2020 (job duties & min qualifications)

Revised August 2023 (update reporting relationships and job duties)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Water Resources Manager

Job Code: 440

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit		X		
Stationary / Stand		X		
Move / Traverse		X		
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*		X		
Respirator*	X			
Airborne Chemical Exposure	X			
Airborne Biological Exposure	X			
Computer Software		X		
Physically handling of chemicals	X			
Indoors			X	
Outdoors		X		
Around, in or on water		X		
Extreme Heat		X		
Extreme Cold		X		
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights		X		
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist		X		
Crouch / Squat		X		
Kneel / Crawl		X		
Above Shoulder Level		X		
Below Shoulder Level		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Climb Stairs / Ladders		X		
Neck Range of Motion		X		
Traverse Uneven Surface		X		
Traverse Even Surface		X		

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and	X	
Peripheral (ability to observe an area that can be seen up and down or to the	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs	X	X	26-50lbs	X	X
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.
Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.
Respirators: 1/2 face or full-face cartridge.
Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

****Hearing test is required**