



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Senior Recycled Water Program Analyst
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### **GENERAL PURPOSE**

Under general direction performs complex professional and project management-related activities in support of the District’s Recycled Water Program development, demand projections, and special projects; participates in the development of work plans for the formulation of policies and procedures involving recycled water systems and capital improvement projects; and performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This professional classification is responsible for performing work tasks within the District’s Recycled Water Program which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform complex project development and management tasks. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Performs complex professional and project management-related activities in support of the District’s Recycled Water Program development, demand projections, and special projects.

- Manages the Accelerated Retrofit Program activities including, but not limited to, developing, implementing, and monitoring goals, budget benchmarks, and objectives; performs financial analysis, stakeholder coordination, and process development.
- Oversees the preparation of requests for proposals, recommends consultant selection; negotiates scope of work and fees; manages consultants' budget and schedule and provides quality control on project; reviews and comments on consultant deliverables.
- Performs research, analysis, and grant writing; develops recommendations to optimize grant benefits; utilizes various sources of data and assumptions to analyze multiple alternatives and scenarios and make recommendations to management; works closely with several agencies, including, but not limited to, the Bureau of Reclamation, State Water Resources Control Board, and the Metropolitan Water District, for managing existing agreements and negotiating new ones.
- Provides Recycled Water Program analysis and recommendations to the New Business Development Department relative to conditioning requirements for development.
- Analyzes and develops recommended recycled-water infrastructure requirements for system expansion; provides analytical and data support for development of recycled-water storage projects; monitors, coordinates, evaluates, and provides quality assurance to the development review process for new development projects within the District's service areas; reviews developer plans and analyses to ensure consistency and compliance with District systems and Master Plan.
- Leads and participates in the preparation of monthly and annual usage reports for Local Resources Program; prepares applications for Local Resources Program.
- Prepares a diverse range of business communications and reports including, but not limited to, Board or Committee packet documents; may present reports at public meetings.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Principles and practices of civil and hydraulic engineering design and construction applicable to the operational analysis of water and recycled water systems.
- Modern concepts and methods of structural and construction design.
- Principles and practices of water and sewer system operation and maintenance.

- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Trends, approaches, and problem-solving techniques used in waterworks engineering, operations analysis, and regulatory compliance.
- Principles and practices of sound business communication.
- Principles and practices of contract negotiation.
- Principles and practices of project management.
- Computer hydraulic modeling techniques.
- CAD and GIS element properties, layer development, and program applications.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Analyze and make sound independent recommendations on complex recycled water program development and implementation.
- Interpret engineering drawings, maps, site and building plans, specifications, graphs, and statistical data.
- Analyze technical design and construction engineering problems, evaluate alternatives, and recommend effective solutions.
- Prepare and present comprehensive reports, and visual displays, such as maps, graphs, and illustrations.
- Prepare clear and concise technical documents, reports, correspondence, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Six (6) years of progressively responsible professional engineering program development and implementation experience, preferably in a water utility.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field. Master's degree is desirable.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials, a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Senior Recycled Water Program Analyst  
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Director</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Senior Recycled Water Program Analyst. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_