

**JOB TITLE: Water Utility Specialist**



**Department:** Water  
**FLSA Status:** Full-time Exempt  
**Prepared By:** Will Bond, City Engineer/Public Works Director  
**Prepared Date:** April 2022

**SUMMARY:**

This is an advanced level position. Under direction of the Public Works Director, this limited supervision position will plan, manage, evaluate and report all water utility regulatory, compliance, water conservation program, and supply demands for the City of Shasta Lake water utility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

NOTE: The following are duties performed by employees in this classification. However, employees may perform other duties. Not all duties listed are necessarily performed by each individual in the classification.

- Assist in developing goals, objectives, policies, procedures, and priorities for the Water Utility.
- Plan, direct, coordinate, supervise, and review the work of consultants when necessary.
- Participates as a member of the Water Utility's senior management team. Provides input and manages activities which support overall improvement of the Water Utility. Is involved with joint problem solving. Keeps Public Works Director informed and advised on issues that directly impact the Water Utility.
- Develop and implement short- and long-term goals, objectives, policies, and priorities for the Water Utility as needed or directed.
- Reconcile and prepare schedules of water delivery with the contracted water agencies.
- Prepare and/or oversee the preparation of reports, studies, plans, contracts, agreements, cost estimates, and related documents as required or assigned.
- Assist in the development and monitoring of the overall budget for the Water Utility.
- Develop, implement, supervise, and maintain the City's water conservation program, including but not limited to community outreach; drought contingency planning; rebate program; and respond to customer inquiries or complaints and provide technical assistance where required.
- Monitor legislative actions that impact the Water Utility. Comply with and/or enforce federal, state, and local laws and regulations. Communicate regularly with such agencies regarding regulations, permits, and reports.
- Attend meetings/conferences significant to the water industry.
- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and to be effective and productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.

## **TYPICAL QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent. AA degree preferred.
- A minimum of five (5) years' relevant experience in a progressively responsible position including three (3) years in a management level position.
- Principles of budgeting and expenditure control.
- Administration, maintenance, and operation of a variety of Water Utility functions, capital planning, and applicable laws and regulatory codes related to the same; contract administration; safety programs and practices; personal computers and software programs.

## **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

Knowledge of:

- Water allocation contracts including service and settlement contracts; water scheduling; State and Federal Policies regarding water shortages.
- Drought preparedness and water conservation; State and Federal water use efficiency and Best Management Practices.
- City, state, and federal codes, laws and regulations concerning water operations.
- Principles, standards, and practices of Water Utility operations.
- Principles and practices of safety management.
- Long range planning for the Water Utility.
- City policies, goals, and objectives with respect to water projects.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid California Class C driver's license.
- Must possess and maintain a Grade D3 Water Distribution certificate issued by the State of California Water Resources Control Board.
- Must possess and maintain a Grade T4 Water Treatment certificate issued by the State of California Water Resources Control Board.
- Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

## **PHYSICAL DEMANDS:**

- Sitting, standing, stooping, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 75 pounds.

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Required to work as a team player, courteously and respectfully with co-workers in a close working environment.

#### **WORK ENVIRONMENT:**

- Works in both inside and outside environmental conditions.
- Verbal, face-to-face contact, email, and telephone.
- Occasionally exposed to inclement weather conditions.
- Risk of electrical shock.
- Regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals.
- Noise level in the work environment is usually moderate.
- Must enter confined space areas such as vaults, and reservoirs.
- May be required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.