



Job Classification

Title: Chief Water Resources Officer
FLSA Status: Exempt
Job Code: 107

POSITION OVERVIEW

This position is responsible for engineering, water resource planning, capital project planning, design, construction, and inspection of District water facilities, including oversight of consultants and supervision of technical staff; administers agreements, programs, and contracts; analyzes District's water resource portfolio; forecasts groundwater, surface water and reclaimed water needs, and plans for long-term reliability; and provides a variety of engineering and water resource professional support to the Board of Directors, General Manager, and other departments.

OVERSIGHT

Supervision Received: Reports to the General Manager.

Supervision Given: Supervises the Engineer, Water Resources Analyst I/II/III Flex, and Intern. Oversees the Engineering, Planning & Water Resources activities.

ESSENTIAL FUNCTIONS

- Assumes management responsibility for all Water Resource department functions.
- Leads, plans, organizes, integrates, and evaluates the work of Department functions through assigned Water Resources staff by establishing goals and performance measures.
- Represent and coordinate water resource and engineering activities with District departments, elected officials, member agencies, and external agencies; specifically, those influencing MWD regarding matters that impact the District's water resource and engineering functions.
- Prepares memoranda and presentations on behalf of executive management to the Board of Directors and other audiences.
- Negotiates and prepares agreements related to water resource and engineering projects and reviews and consults on agreements developed by other departments to ensure the integrity.
- Assists in the development of District goals and objectives as well as policies and

procedures related to water supply and water resources programs; approves new or modified programs, systems, and procedures.

- Prepares the District's annual strategic plan with executive management.
- Assists in the development, presentation, and administration of the annual budget, and all other Board approved policy documents; prepares and oversees the engineering forecast of funding needed for staffing, equipment, materials, and supplies; monitors revenues and expenditures.
- Manages and coordinates all water resource related studies, and the design and construction of associated facilities; analyzes District's water supply portfolio and makes recommendations; forecast groundwater extractions and replenishment obligations; forecast all surface water and reclaimed water demands; develops plans for long-term water supply reliability.
- Participates in all water resource related internal and external meetings and strategy sessions; works directly with all member agencies and MWD on water resource related issues, activities, and transactions.
- Oversees the engineering and construction of District water systems, hydroelectric stations, treatment plants, and related facilities with involvement in all personnel decisions.
- Coordinates construction activities with staff, contractors, consultants, regulators, and other agencies; directs field inspections to check performance or conformity with plans and specifications.
- Performs research, manages engineering work in the preparation of specifications, estimates, requests for proposals or bid documents for the construction of a wide variety of projects related to water systems; and prepares related grant applications.
- Applies theories and principles of engineering to specific design assignments and calculates design criteria or components; prepares, maintains, and reports engineering data.
- Calculates, reviews, and checks various analyses, correspondence, and other material prepared by others for verifications of accuracy and completeness.
- Represents District on various boards, commissions, and committees, as assigned.
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

Knowledge of: Engineering and water resource principles and practices, organization and management; construction management and contract administration; research methods and report development; applicable Federal, State and local laws, regulations affecting water supply, treatment, and distribution; Southern California water issues; public relations principles and writing techniques; English grammar, punctuation, spelling, diction, and syntax; common business computer applications such as Microsoft Word, Excel, PowerPoint, Outlook, Access, and the Internet; and specialized software such as GIS or AutoCAD.

Ability to: Effectively manage engineering and water resources functions of the District; analyze situations accurately and develop effective courses of action; conduct long range planning; evaluate and develop improvements in operations, procedures, policies, or methods; organize and manage multiple priorities and projects; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation, and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements; promote teamwork while motivating a highly-skilled staff.

EDUCATION AND EXPERIENCE

The Chief Water Resources Officer will possess a combination of education and experience equivalent to:

- Bachelor's degree with an emphasis in water resource development from an accredited college or university
- Seven (7) years of increasingly responsible experience in water supply planning and management and civil or governmental public works with a proven record for project accomplishments
- Master's degree may substitute for one (1) year of experience

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates

- None

Licenses

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registrations

- Registration as a California Professional Engineer in Civil Engineering is preferred but is not required for placement within the job classification.

This job description has been revised and approved by all levels of management.

Approved by:	Matthew Litchfield
Date last modified:	3/2/23
Date approved:	3/21/23

I have received, reviewed, and fully understand the job description for Chief Water Resources Officer. 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 Signature: _____

Supervisors Signature: _____ Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.