



Valencia Water Company
RESOURCES CONSERVATION MANAGER

Posted: 10/13/09

Location:
Valencia California



Job Description:

Under direction, manages, plans, directs, and supervises the plans, organizes, and manages the Resource Conservation Department, including the Company's water and energy conservation programs; compliance with CPUC regulations and CUWCC BMP's, assist with the planning and development of recycled water supplies; serves as a liaison with developers, home owners and local officials relative to conservation and efficiency programs; performs other related duties as required.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Vice President - Administration. Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS (include but are not limited to the following):

- Accepts full responsibility for all Resource Conservation Department activities and services, including water conservation programs, energy conservation programs, water waste complaint investigations and public education ensuring compliance with CPUC, CUWCC and other conservation mandates.
- Develops, implements, and maintains the Resource Conservation Departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs, coordinates, and participates in the Resource Conservation Department's work plan; assigns work activities and responsibilities to appropriate Resource Conservation Department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Plans, directs, and coordinates the Company's water budget program for residential customers including variance requests and resolution.
- Conducts studies and analyzes water usage; develops long-range recycled water plans to assure adequate water supply for future needs.
- Assists in the coordination and implementation of the Santa Clarita Valley Water Use Efficiency Plan and other long-range master planning efforts.

- Establishes positive working relationships with clients, representatives of community organizations, state/local agencies, Company management and staff.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment and in reading written reports and work related documents. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Acute hearing is required when providing phone and personal service. Additionally, the need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS:

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Resource Conservation Manager. A typical way of obtaining the required qualifications is to possess the equivalent of four years of management experience in water resource management and/or water conservation, and a bachelor's degree in public administration, environmental health, civil engineering, or a related field.

License/Certificate:

Possession of or ability to obtain a Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample necessary to perform essential duties of the position.)

Knowledge of:

Principles and practices of water use efficiency and conservation; basic principles applicable to utilities operations, maintenance, and design of water systems; principles and methods of water needs forecasting; safety programs and practices; principles and practices of personnel management and supervision; applicable federal, state and local laws, codes, and regulations, including those affecting water conservation operations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, and direct the functions of the water conservation and energy efficiency programs; provide comprehensive administrative review of water needs and water resource availability; prepare and present reports; assist in department budget preparation and control; deal tactfully and courteously with the public; establish and maintain cooperative working relationships; deal constructively with conflict and develop effective resolutions; supervise, train, and motivate assigned staff; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of database and word processing software applications.

Salary:

N/A

Application deadline:

11/13/09



Contact:

Human Resources Dept

E-mail:

jobs@valenciawater.com