

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: WATER RESOURCES SPECIALIST
DEPARTMENT: WATER AGENCY
REPORTS TO: GENERAL MANAGER
CIVIL SERVICE: NO

CLASS CODE: 2065
FLSA STATUS: N
DATE: 5/07
BARGAINING UNIT: SEIU

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision, performs a wide variety of professional field and office work related to various water resources management projects and programs within the County. Incumbents in this classification receive limited supervision within a framework of standard policies and procedures; the work consists of responsible technical and professional duties.

DISTINGUISHING CHARACTERISTICS:

This is a specialized, single position class within the Mendocino County Water Agency. Incumbent is responsible for implementing elements of the Mendocino County Storm Water Management Program. The Water Resources Specialist differs from the Hydrologist in that the Water Resources Specialist class performs less varied, complex or technical tasks.

SUPERVISION EXERCISED:

The Water Resources Specialist exercises no supervision.

EXAMPLES OF DUTIES: *Duties may include, but are not limited to the following and all incumbents may not perform all of the duties listed.*

- Implement regulatory compliance programs in response to National Pollutant Discharge Elimination System (NPDES) permits and Total Maximum Daily Load (TMDL) requirements
- Conduct field monitoring of water quality and quantity
- Assess environmental data and prepare informational/technical/compliance reports for public, technical, executive management, elected official and regulatory audiences
- Prepares and maintains various detailed reports / records
- Conduct technical reviews of reports, permits, work plans, etc. prepared by others
- Make presentations in public and professional settings
- Manage specialized consultant contracts
- Develops and administers grants
- Represent the Agency at meetings with local, state and federal agencies
- Other duties as assigned

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Maps

Computer
Blue Prints

Specialized Water Testing Equipment
Code Books

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university with major coursework in the environmental, biological or physical sciences; or four years of progressively responsible professional scientific work experience in National Pollutant Discharge Elimination System (NPDES) storm water permit compliance, water quality compliance/inspection, resource program coordination; or any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles of hydrology, aquatic ecology and watershed management
- Principles, practices and methods of storm water management
- Principles, practices and methods of water quality monitoring and water pollution control
- Principles, practices and methods of residential, commercial and industrial land development
- Principles, practices and methods of stream habitat and watershed restoration
- Principles of grant development, administration and reporting
- Record keeping, report preparation, filing methods and records management techniques
- Computers and computer applications including MS Word, Excel and Powerpoint
- Safe work practices when working in the field or office

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, following up on assignments with minimum direction.
- Communicating clearly and effectively, both orally and in writing.
- Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Ability to:

- Orally present findings and reports.
- Establish and maintain effective working relationships with a variety of individuals.
- Complete multiple simultaneous assignments with minimal supervision.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Understand, interpret and communicate complicated policies, procedures, laws, codes and regulations.
- Read and evaluate construction blueprints.
- While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear.
- While performing the essential functions of this job the employee is occasionally required to stand, walk long distances on uneven ground, and lift and/or move up to 75 pounds.

Working Conditions:

- While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, possible exposure to poison oak, ticks, and spiders, and driving on narrow, unimproved County roads in inclement weather.
- Fieldwork may require up to a 14-hour shift.
- The incumbent's working conditions are typically moderately quiet to loud.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.