



January 2019  
Class Code: A-58  
FLSA: Non-Exempt

## **URBAN WATER PROGRAM MANAGER**

### **DEFINITION**

Under general direction, performs a wide variety of administrative and operational duties in the development, implementation, and evaluation of an environmental program including establishing and maintaining relationships with key local, state, and federal officials and agencies; works with private property owners, public agencies, and other entities to resolve significant mosquito breeding sources in District governed areas; tracks storm water structures and Best Management Practices throughout the District; works with management to ensure the District's compliance with environmental laws and regulations; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Operations. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is an advanced-level classification responsible for enforcing the District's Vector Reduction Management Program. This class provides assistance to the Director of Operations, in a variety of administrative, coordinative, analytical, and liaison capacities. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties/ensure efficient and effective program services. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services/complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Contacts and works with public and private landowners to reduce sources of standing water in basins and other property features; analyzes sites, reviews plans, and determines resolutions and alternative recommendations.
- Investigates and manages sources of standing water notifications to determine ownership and cause; coordinates with municipal and county code enforcement departments to gain property owner compliance with vector-related public nuisances.
- Maintains records and prepares reports on problematic vector production sites for mosquitos and other vectors to enforce abatement notices; pursues long-term abatement with property owners including reminders, site visits, meetings, notices, and court proceedings.

- Inspects known, large issue vector breeding sites and determines the scope of work, and remediation actions needed.
- Consults with and advises local, state, and federal agencies, construction companies, and home owner associations on modifications to reduce vector breeding in storm drains, flood control channels, ditches, gutters, etc.; issues abatement notices when appropriate.
- Coordinates with and advises District staff about maintenance or construction issues in gutters, catch basins, flood control channels, and storm drains in order reduce vector breeding.
- Applies for permits with regulatory agencies for District staff to perform routine mosquito control work.
- Reviews designs and features of plans and permits for new and redevelopment projects; provides written vector control evaluations for projects such as plan check and CEQA review and issues recommendations for proper vector source reduction.
- Monitors and reviews NPDES permit regulations, makes comments and works with regulators on changes; recommends actions to District staff and coordinates with NPDES stakeholders on changes to permits.
- Researches, drafts, and updates vector control Best Management Practice documentation; provides design, construction, and maintenance recommendation along with program and policy changes to the Director of Operations to improve vector control procedures.
- Reviews mosquito control strategies with the Integrated Vector Management Compliance Officer to reduce pesticide usage.
- Monitors legislation and developments regarding environmental regulations on storm water and mosquito and other vector control programs.
- Attends a variety of District meetings and meetings with local, state, and federal regulators to discuss coordination and cooperation in vector control management.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Watershed and environmental management concepts.
- Wetland, riparian and chaparral fauna and flora; local habitat concerns, growth conditions, prevention, and species interaction.
- Vector reduction strategies and vector control practices.
- Groundwater transport, soil mechanics, hydrology, erosion control, water quality, hydraulics, pumps, environmental chemistry, and storm water.
- General civil engineering concepts, as they related to construction design plans and notations.
- GIS and topographic mapping.
- General knowledge of source reduction problems, approaches and techniques, especially as they relate to field abatement operations.
- General knowledge of vector ecology and habits of vectors.
- The use and effects of pesticides.
- Best management practices in water transmission structures as they relate to vector control and source reduction.
- Impact of legislation on areas of responsibility.

- Planned or current construction projects which impact vector control.
- District and mandated safety rules, regulations, and protocols.
- Research methods and analysis techniques.
- Principles and practices of technical and administrative report writing.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- 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:**

- Present and communicate effective information regarding mosquito biology, vector control activities, sourced reduction, and engineering controls.
- Review and analyze engineering plans and projects, including grading plans, geotechnic reports, Water Quality Management Plans, construction plans, and maintenance plans.
- Develop operating procedures and instructional materials including those for short and long-term mosquito control and disease prevention programs.
- Perform engineering research and produce design recommendations in relation to mosquito control and water quality best management practices for water transmission structures.
- Walk through large outdoor areas including brush, soft soils, shallow water, and various other natural hazards.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand and interpret scientific technical research documents regarding mosquito biology, pesticides, and water quality control measures.
- Perform scientific research to determine the efficacy of historical mosquito control measure and potential methods to compound control measures.
- 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.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in Civil Engineering, Environmental Engineering, Urban Planning, Biology, Environmental Management, or a closely related field and three (3) years of public health or environmental health project management experience.

**Licenses/Certifications:**

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the California Department of Public Health, within one year of appointment and maintained throughout employment with the District.

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

When performing field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 60 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.