



**WATER RESOURCE MANAGER**

**SCOPE OF WORK:**

Work involves activities related to processing water management applications and supervising water resource construction projects including design, right-of-way acquisition and project inspection according to established engineering standards and state and/or federal policy.

**DUTIES PERFORMED AT ALL LEVELS:**

- Review information and documents related to water management applications
- Determine affected acreage.
- Perform title searches.
- Conduct public hearings on approval and forfeiture of water management applications.
- Serve as liaison between consultants, contractors, and landowners.
- Maintain project diaries.
- Complete progress site reports.
- Process water permit applications and reports.
- Conduct field inspections and draft inspection reports.
- Develop maps and plans for engineering reports.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**WATER RESOURCE PROJECT MANAGER**

6055

GRADE K

**LEVEL DEFINITION:**

Positions at this level typically perform duties under general supervision.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None

MINIMUM QUALIFICATIONS:

Requires an associate degree and five years of related water resource, administrative and/or management work experience. The hiring authority, at the time of recruitment, may specify the degree and work experience and any additional qualifications depending on the specific position to be filled.

**WATER RESOURCE SENIOR MANAGER**

6056

GRADE L

LEVEL DEFINITION:

Positions at this level perform lead work and/or specialized water resource tasks.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Identify and communicate errors on official documents.
- Prepare formal notification materials and documents.
- Update water permit database.
- Review field inspections and reports.
- Respond to inquiries regarding water permits.
- Serve as a hearing officer at water permit action meetings.
- Assign water permit number and priority date.

MINIMUM QUALIFICATIONS:

Requires an associate degree and eight years of related water resource, administrative and/or management work experience. The hiring authority, at the time of recruitment, may specify the degree and work experience and any additional qualifications depending on the specific position to be filled.

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