TOWN OF COLCHESTER
JOB DESCRIPTION

Position: **Water Resources Manager**

Reports to: **Public Works Director** **Department:** **Public Works**

Classification: **Exempt**

JOB FUNCTION

Under the general direction from the Public Works Director, provides management of the department's utility services related to the Town's stormwater and wastewater systems, inspection of new development containing public infrastructure, overall departmental asset management related to stormwater and wastewater infrastructure, environmental compliance, grant procurement, ordinance management, and public relations.

DISTINGUISHING CHARACTERISTICS

Works with a high degree of independence performing technical and professional work relating to infrastructure planning and management. Expectations for this position include technical aptitude, advanced computer skills including basic operations of GIS, advanced analytical, organizational, and communication skills, and significant knowledge and experience with the development and management of stormwater and wastewater systems as well as regulatory and compliance requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Manages the Town's stormwater and wastewater systems, including but not limited to, capital planning and budgeting, and monitoring billing operations, revenues, and expenditures.
- With assistance from the department's Operations Manager, develops maintenance and operating budgets for stormwater and wastewater utilities
- Provides technical review comments to the Town Engineer for stormwater and wastewater infrastructure associated with new development.
- Administers on-site inspection program of public infrastructure associated with new development to ensure all new public infrastructure is constructed in accordance with approved plans and specifications.
- Manages and coordinates all environmental and regulatory compliance for the department.
- Manages and coordinates grant procurement efforts related to water resources.
- Manages and coordinates public education and outreach, as well as customer service related to water resources.
- Oversees water quality sampling program including notifications and the development of annual reports.

- Manages, maintains, and enforces all departmental ordinances related to water resources.
- Meets with state and federal representatives and other municipal professionals regarding areas of responsibility. Represents the Town on regional committees and boards and other public forums including management briefings and Selectboard meetings.
- Working with all departmental staff, develops and oversees an asset management program for all public infrastructure, including the research and acquisition of appropriate software programs, the development and implementation of a data collection and inventory program, and the ongoing management and updating of associated databases.
- Maintains technical proficiency through participation in continuing education.
- Maintains accurate records and files.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of: Environmental sciences and water quality management, management of stormwater and wastewater systems, capital planning and budgeting, design and construction of public infrastructure, asset and data management, regulatory and environmental compliance, development of grant applications, public education, outreach, and customer service, and ordinance development and management.

Ability to: Perform short and long term capital plans for stormwater and wastewater systems, ability to read, understand and interpret engineered construction drawings; keep accurate records and maintain highly organized data bases relating to the department's infrastructure and operations; maintain effective working relationships with state and federal agencies, engineers and contractors, operate basic GIS based computer applications for electronic mapping and asset management as well as other advanced computer applications. Communicate effectively with administrators, regulators, other employees and the general public, and appropriately accept constructive criticism.

Training and Experience: Bachelor's degree in environmental sciences and/or engineering. Minimum of four years of experience in water quality and infrastructure planning and management; database management; and basic operations of asset management and GIS systems and programs. Any combination of training, education and experience that demonstrates the required knowledge, skills, and abilities may be considered qualifying.

Physical Requirements: These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

TOWN OF COLCHESTER
JOB DESCRIPTION

_X_ Seeing
_X_ Color Perception
_X_ Hearing/Listening
_X_ Clear Speech
_X_ Touching
_X Dexterity
X Hand
X_ Finger
_X Standing
-X Sitting

_X_ Ability to Move Distances Within and Between Facilities/Offices
__ Climbing
__ Ability to Mount and Dismount Equipment
__ Pushing/Pulling
_X Typing

_X_ Lifting (specify)
__50___ Pounds
__ Carrying (specify)
_____ Pounds
X Driving (local/over the road)
Other_____
_____
_____

Mental Reasoning Requirements:

_X_ Reading - Simple
_X_ Reading – Complex
_X_ Writing – Simple

_X_ Writing-Complex
X_ Clerical
_X_ Basic Math Skills

_X_ Analysis/Comprehension
_X_ Judgment/Decision Making
_X_ Stress

Work Environment:

__ Shift Work
__ Works Alone
_X_ Works with Others
_X_ Verbal Contact w/Others
_X_ Face-to-Face Contact
_X_ Inside

_X_ Outside
_X Extreme Heat
X Extreme Cold
X_ Noise
__ Mechanical Equipment
__ Electrical Equipment

__ Pressurized Equipment
__ Moving Objects
__ High Places
X __ Fumes/Odors
__ Hazardous Materials
X__ Dirt Dust

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an "at will" position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such change.