

**POSITION TITLE: WATER RESOURCES ENGINEER/SPECIALIST (\$101,732-\$127,165)**

BAWSCA has an available staff position under active recruitment: Water Resources Engineer/Specialist.

**Agency:**

BAWSCA is a special district authorized by State legislation and created by the separate but parallel actions of 26 local water agencies in the Bay Area. The BAWSCA agencies and their customers rely on the San Francisco Regional Water System (RWS) for two-thirds of their water supply and pay two-thirds of the cost to build, operate, and maintain the RWS. BAWSCA's goals are a reliable supply of high-quality water at a fair price. Achieving BAWSCA's goals is vital to protecting the health, safety, and economic well-being of over 1.8 million people, 40,000 businesses, and countless community organizations in Alameda, San Mateo, and Santa Clara Counties that depend on the RWS.

**Position Description:**

Under the direction of BAWSCA's Water Resources Manager, the Water Resources Engineer/Specialist supports BAWSCA's technical and policy-level work and participates along with other BAWSCA staff in the implementation of an agency work plan developed each fiscal year to achieve BAWSCA's goals. As part of that implementation, the Engineer/Specialist will be called upon to interact with representatives from the BAWSCA's 26 member agencies, the San Francisco Public Utilities Commission (SFPUC), a number of local, state and federal agencies, and with members of the public.

The Water Resources Engineer/Specialist will play an integral role in BAWSCA's water conservation efforts and in BAWSCA's efforts to oversee SFPUC's water supply planning, operation and maintenance activities associated with the RWS.

The Engineer/Specialist will help to administer grant-funded projects, agency funded conservation projects, prepare BAWSCA's annual conservation report and annual member agency survey. Those documents provide a yearly record of member agency progress on water efficiency efforts and detail how member agencies propose to meet their water supply needs into the future.

The Engineer/Specialist will assist the Water Resources Manager in the review of SFPUC's Capital Improvement Plan (CIP) and the tracking of SFPUC's progress in implementing the CIP.

For all work areas, general duties include consultant management, budget preparation assistance, support the development of BAWSCA board materials, provide project status updates and prepare and give technical presentations to staff and stakeholders to share details of projects being worked on by BAWSCA and BAWSCA's results for the water customer.

BAWSCA is a unique organization. The best qualified candidate combines strong technical skills with demonstrated strength in written and oral communication. This position requires a person with a results-driven focus, independent judgment, and use of self-initiative and involves a typical 40-hour work week schedule with an occasional night and weekend need if an event is taking place or a major deadline looms.

**Principal Duties and Responsibilities:**

- Provide assistance to the Water Resources Manager and Senior Water Resources staff.
- Identifies and evaluates potential alternatives to develop water resources for the BAWSCA member agencies to support BAWSCA's long-term goals.

- Provides technical and analytical support for BAWSCA's water resources activities including the development of water demand projections, allocation of SFPUC supply during a drought, and analysis and development of new water supplies for the BAWSCA agencies including water transfers, groundwater, desalination, recycled water, and water conservation.
- Participates in the review and tracking of SFPUC's Capital Improvement Plan for their Water Enterprise and of SFPUC's Water System Improvement Program (WSIP).
- Assists in grant funding procurement, tracking, and implementation for water resource management projects including water use efficiency projects.
- Gathers, analyzes, and interprets data and information related to water use; develops information on water resources development, including water use efficiency; writes technical reports and publications; assists in the preparation of brochures; and coordinates contact with member agencies, SFPUC, and other agencies.
- As a specialist on water use efficiency, identifies and evaluates potential water conservation measures and practices; assists in the development, implementation, and administration of BAWSCA's regional water use efficiency programs; and communicates these programs to the membership to promote acceptance.
- Coordinates development of Urban Water Management Plans with the BAWSCA member agencies.
- Represents BAWSCA in State and regional forums specific to work areas including, but not limited to, Bay Area Water Agency Coalition and Bay Area Regional Water Recycling Program.
- Performs related duties as assigned.

In addition to the above, the ideal candidate would have the following:

**Working Knowledge of:** Civil engineering principles, practices, and terminology with particular reference to a water supply utility; the principles, practices, and terminology of water resources planning and water use efficiency; the development and implementation of a Capital Improvement Plan for a public agency or utility; principles of hydraulic and hydrographic design, materials engineering and soil mechanics, and structural engineering; engineering mathematics and statistical analysis techniques; and engineering economics.

**General Knowledge of:** The fundamentals of project and consultant management and budget development and implementation.

**Skill in:** Program administration; project and program budgeting; utilizing and manipulating complex spreadsheet files with Microsoft Excel; employing Microsoft Word and PowerPoint for effective internal and external communications; utilizing Microsoft SharePoint as part of an existing program; and preparing effective written and oral reports to technical and lay audiences.

**Ability to:** Work both independently and under senior staff supervision, be self-motivated to achieve identified goals, and to maintain effective working relationships with a wide variety of people.

### **Education and Experience:**

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

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, engineering, or a related field.

**Experience:** Four years of increasingly responsible full-time experience in program administration and management in environmental studies, engineering, or related fields.

## **SELECTION PROCEDURE**

Application form and other materials may be obtained from Ms. Deborah Grimes, BAWSCA Office Manager, or on BAWSCA's web site:

Phone: (650) 349-3000  
Fax: (650) 349-8395  
Web Site: [www.BAWSCA.org](http://www.BAWSCA.org).

To be considered for this position, please send a resume, including four (4) professional references, and a completed application to BAWSCA as soon as possible. The first review of resumes will take place on July 10, 2019. This position is open until filled; however, candidates are encouraged to apply early for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process. If an application is not complete, it may not be considered.

After BAWSCA evaluates an application, candidates who present the best job-related qualifications may be invited to participate in a qualification appraisal, which may include a job-related problem exercise as well as an interview by an appraisal panel.

Top ranking candidates will be invited to interview with BAWSCA's Water Resources Manager.

Employment offers are made after completion of background/reference checks. Employment is made contingent upon verification of identity and legal right to work in the U.S.A. pursuant to Federal law.

## **EQUAL EMPLOYMENT OPPORTUNITY**

BAWSCA seeks to ensure a positive and diverse work culture where each person may work and develop professionally to the best of his or her ability free of unlawful discrimination or prejudice. To this end, BAWSCA is an equal opportunity employer that prohibits unlawful discrimination or prejudice of any kind based on race, color, ancestry, national origin or ethnicity, religion or creed, age, gender, sexual orientation, gender identity, marital status, mental or physical disability, pregnancy, medical condition, veteran status, family care or medical leave status or any other basis protected by federal or state law."

**Benefits:** BAWSCA full-time employees enjoy competitive benefits that currently include health, dental, vision, life, disability, PERS, 457, vacation, sick days, and paid holidays.