

**MOJAVE WATER AGENCY**  
**Job Description**

**Job Title:** Water Resources Specialist I  
**FLSA Status:** Non-Exempt  
**Range:** 18  
**Prepared By:** Koff & Associates  
**Prepared Date:** April 2002  
**Revision Date:** October 2016

**SUMMARY**

Under immediate or general supervision of the Water Resources Supervisor, performs a variety of administrative, technical and customer service duties relating to gathering, analyzing, and summarizing data for water resources within the Agency's boundaries; and performs related duties, as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate or general supervision from the Water Resources Supervisor. Exercises no direct supervision over staff.

**CLASS CHARACTERISTICS**

This is the entry-level classification in the Water Resources Specialist series. Initially under close supervision, incumbents learn and perform routine technical water resources duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern.

Positions in the Water Resources Specialist series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

This class is distinguished from the Senior Water Resources Specialist by the performance of complex duties and providing technical and functional direction to lower-level support staff.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

*The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.*

- Assists with scheduling and establishing water quality monitoring programs for compliance with regulations, Agency projects, and investigations.
- Coordinates sampling activities with researchers, laboratories, other departments, and the public.

- Utilizes quality assurance (QA)/quality control (QC) water quality sampling procedures to validate sample integrity and documentation of field measurement data.
- Monitors, measures, and records groundwater levels at well sites according to a specific schedule (e.g., weekly, monthly, quarterly or yearly) or as deemed necessary.
- Reads maps and utilizes global positioning system (GPS) to locate data collection sites.
- Collects water quality samples for chemical composition analysis using proper sampling techniques.
- Collects data; performs statistical/spatial analyses; and evaluates results to generate tables, graphs, maps, and prepares fact sheets, technical reports, and compliance reports.
- Assists with QA/QC data review for data download into the Agency's database (both relational and spatial) and data upload and export to other governmental agencies.
- Coordinates with Agency staff on water quality results, data entry, and data transfer issues.
- Responds to regulatory, public, and water purveyor inquiries regarding monitoring and sampling related issues.
- Maintains and properly archives field notes and records, and various water resource databases.
- Oversees and collects data from weather stations throughout the Agency's boundaries; trains individuals in the proper methods for collecting and reporting various weather data (e.g., temperature, precipitation, and evaporation).
- Assists department with compiling, summarizing, and updating regularly published Agency documents and reports (e.g., Weather Station Summary, Building Permit, Regulatory and Loan, Engineers Water Supply, and Groundwater Monitoring reports).
- May assist the department with various pilot and special projects by visiting specific sites, conducting analysis, and reporting findings.
- Attends meetings, and assists in the preparation of reports for distribution.
- May provide direct assistance in the design and development of a Geographical Information System (GIS) database management system for the Water Resources Department.
- Performs related duties and responsibilities, as assigned.

### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity.

### **Knowledge of:**

- Drinking water standards, and monitoring, sampling, and reporting (State and consumer) requirements.
- General principles and practices of water resources management and reporting.
- Map reading; survey and geo-referencing techniques; well construction and design.
- Mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Applicable federal, state, and local regulatory agency authorities.

- Customer service methods and techniques.
- Record-keeping principles and procedures.
- 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.
- Computers and software programs (e.g., Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

**Ability to:**

- Respond to dynamic changing priorities.
- Manage competing priorities with strong attention to detail and quality assurance, meet strict time schedules and work on multiple tasks routinely.
- Operate additional equipment including, but not limited to, maximum/minimum thermometers, precipitation gauges, pressure transducers, evaporation measuring pan, GPS unit, and digital camera.
- Read, analyze, and interpret field maps, general business periodicals, professional journals, technical procedures, or governmental regulations.
- Compose routine reports and correspondence.
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Effectively present information and respond to questions from MWA employees, customers, other water agencies, the general public, MWA Board of Directors, regulatory agencies and vendors.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain cooperative working relationships with those contacted in the course of business including other employees, managers and executives, vendors, consultants, contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.
- Perform work in accordance with specific safety procedures to minimize potential for injury.

**Education and Experience:**

Associate's degree with coursework in geology, hydrology, engineering, environmental studies, geography, or related field; and one (1) year of water resources related experience requiring the routine collection and recording of field data.

**Licenses and Certifications:**

- Valid California Driver's License, Class C, and current automobile insurance.
- First Aide and CPR Certification.
- Computer Technician Certification preferred.

### **PHYSICAL DEMANDS**

*The following physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to see, talk, hear, and use hands to finger, handle or feel, move between offices and field sites, reach with hands and arms, stoop, lift and/or move items up to 60 pounds, stand for long periods and work outside. The employee is frequently required to drive a standard passenger and 4-wheel drive vehicle. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

*The following work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee's work environment ranges from a typical office setting to a field setting, such as different properties and well sites. The employee is regularly exposed to outside weather conditions. The employee is frequently exposed to dust and dirt. The employee is occasionally exposed to fumes, odors, vibrations, poor lighting, and hazardous or toxic chemicals. The noise level can range from moderate to loud.