



Job Specifications

Water Efficiency Program Manager

Date: December 2017

Division/Department: Engineering Division – Water Efficiency Program Department

Reports To: Assistant General Manager – Engineering Division

Type of Position: ☒ Full-time ☐ Part-time

Hours: 40/week

Status: ☒ Exempt ☐ Nonexempt

General Statement

Plans and directs all aspects of Northern Water's activities concerning the Water Efficiency Program. The Water Efficiency Program Manager is responsible for the development, evaluation, management, and advancement of Northern Water's regional urban water efficiency efforts. These efforts include identifying, developing, implementing, and advocating programs, practices, and policies that promote urban water efficiency and demand management in order to assist stakeholders in meeting their water management objectives.

To accomplish these responsibilities, the Water Efficiency Program Manager collaborates on a continual basis with staff from the Communications and Records Department, the Water Resources Department, the Facilities and Equipment Department and other associated Northern Water staff; regional water users and Northern Water stakeholders; state and federal agencies; local, regional, and national associations; universities; businesses; and the public.

This position works with considerable independence, performing duties assigned according to his or her own judgment, requesting supervisory assistance only when necessary. Work is performed under the general direction of the Assistant General Manager – Engineering Division and is evaluated based on results achieved. Although special projects are managed with little oversight and assignments may be reviewed upon completion, a considerable amount of internal coordination and cooperation is expected. Performance reviewed periodically.

The Water Efficiency Program Manager has supervisory responsibility over a core staff that support the program.

Duties and Responsibilities

- Oversees and manages all activities under Northern Water and the Subdistrict's Water Efficiency Program and on behalf of the Windy Gap Firing Project and Northern Integrated Supply Project enterprises;
- Establishes work plan for the Water Efficiency Program, including work for the Water Efficiency Program Department and setting priorities for water efficiency-related work performed by other departments involved in the Water Efficiency Program Team;
- Assembles and leads the cross-departmental Water Efficiency Program Team;
- Provides day-to-day management and supervision of staff in Water Efficiency Department;
- Coordinates cross-departmental work as it relates to water efficiency with the Communications and Records Department, the Water Resources Department, the Facilities and Equipment Department and any other departments as needed;

- Advises Board of Directors, Legal Counsel and Upper Management on all urban water efficiency-related issues including technical, policy, regulatory, and strategic issues;
- Manages relationships with stakeholders and partner agencies and organizations as related to water efficiency efforts and initiatives;
- Monitors water efficiency related regulations, and guidelines that impact, or could potentially impact, Northern Water or the Subdistrict and its allottees and stakeholders.
- Represents the interests of Northern Water's or the Subdistrict's in various forums and by serving on committees and advisory groups, advocating Northern Water's or the Subdistrict's position and exchanging information;
- Identifies, researches, analyzes, and makes recommendations on urban conservation and efficiency issues of concern to Northern Water's or the Subdistrict's and its allottees and stakeholders;
- Monitors and engages in state, interstate, and federal demand management initiatives that could affect the interests of the Northern Water's or the Subdistrict's and its allottees and stakeholders;
- Coordinates with allottees and stakeholders and with relevant federal, state, and local agencies to assist in establishing and implementing appropriate urban water conservation and efficiency programs, policies, and standards;
- Works with allottees, stakeholders and others, formulates long-range strategies and manages the development and implementation of regional efforts and materials that support and enhance allottees and stakeholders' programs, promote efficiencies, and increase the consistency and visibility of regional and member programs;
- Develops, prepares, and manages the Water Efficiency Program budget for the development and implementation of regional initiatives; solicits sponsorships and grant funding and fulfills reporting requirements;
- Facilitates meetings; fosters information sharing, identification and discussion of demand management and water efficiency issues, and opportunities common to allottees and stakeholders;
- Establishes and expands partnerships, collaborative efforts, communication, outreach, and education at the local, regional, state, and federal levels in order to further the interests of the allottees and stakeholders;
- Serves as the point of contact and resource person for water efficiency to Northern Water staff, allottees and stakeholders, other organizations, and the public.
- Accomplishes other duties as assigned.

Training, Experience and Education Requirements

- Ten years of experience in water conservation management and a bachelor's degree in water resource management, environmental science, urban/regional planning, public administration, communications or a related field *OR* an equivalent combination of education and relevant experience. Master's degree and knowledge of water conservation in Colorado preferred.
- Relationships with other local, state, and national water conservation and resource professionals are desired.
- Previous experience managing staff, schedules, and budgets at a departmental level or equivalent.

- Must have experience with project management and a variety of computer software products, including database/spreadsheet applications and, word processing programs.

Physical Requirements

- Walking and climbing stairs daily;
- Requires sustained operation of keyboard devices;
- Requires prolonged sitting, standing, and walking in performance of daily activities; and,
- Ability to lift, drag or push boxes, paper, and documents weighing up to 25 pounds.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities

Knowledge in the following areas is required:

- Urban water efficiency issues;
- Local, regional, and national water management issues as they relate to urban water conservation, efficiency, and sustainability
- Laws, regulations, practices, and strategies related to demand management
- Water supply planning
- Principles and practices of public administration, particularly municipal government
- Public administrative research methods, techniques, and methods of report presentation

Knowledge in the following areas is desired:

- Water resource management in Colorado

Skills and Abilities

- Excellent time management skills, able to stay on task and work off a time table and deadlines;
- Exceptional interpersonal and communication skills, particularly facilitation, consultation, negotiation, conflict resolution, and consensus building. The candidate should have political tact and the ability to deal with representatives from government, staff of all levels, senior representatives from industry, and the community. Able to maintain and develop top-level, internal and external relationships;
- Outstanding and demonstrated leadership skills; ability to foster a collaborative and positive work environment;
- Excellent and demonstrated supervisory skills;
- Demonstrates expertise in a variety of the field's concepts, practices and procedures;
- Relies on extensive experience and judgment to plan and accomplish goals;
- Identifies complex problems and reviews related information to develop and evaluate options and implement solutions with a wide degree of creativity;
- Is able to operate in a challenging and politically sensitive environment;
- Effective written and verbal communication skills to inform and direct appropriately;
- Skilled in organization, planning and execution;
- Demonstrated ability to establish and maintain effective working relationships and partnerships with related municipal, state, federal, and non-profit agencies, professional associations, business interests, and others contacted in the course of work;

- Demonstrated analytical, problem solving, and investigative skills with the ability to initiate, formulate, implement, monitor, and evaluate new strategies, techniques and methodologies, practices and guidelines relevant to the role;
- Exceptional report writing and presentation skills with a demonstrated ability to communicate effectively orally and in writing.
- Demonstrated project management skills with the ability to coordinate multiple programs, projects and resources effectively, and to monitor and participate in a diverse range of external projects and initiatives.
- Ability to perform highly detailed work under changing, intensive deadlines and perform multiple, concurrent tasks with constant interruptions.

License, Certificate, or Credential Requirements

- Valid driver's license

Other Requirements

- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.