



CLASS TITLE | SOURCE WATER PROTECTION MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 1260

Effective Date : 06/28/2023

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision, develops, plans, and manages a comprehensive watershed protection program designed to improve the quality, reliability, and sustainability of the City's raw water resources, while maintaining regulatory compliance, and creating effective watershed partnerships, policies, practices, and programs; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Develops and implements a comprehensive Source Water Protection Plan in accordance with American Water Works Association (AWWA) Standards and provides regular updates to Tulsa Metropolitan Utility Authority (TMUA) and other agencies
- Develops, implements, and continually updates a prioritization plan for strategically selecting properties for implementing conservation easements, or for land purchases
- Coordinates with landowners, other City departments and outside agencies to procure land and conservation easements, performing annual inspections of conservation easements to promote best management practices
- Develops and implements water quality sampling schedules and performs trend analysis on current and historical data
- Develops and presents dashboard-style reports for important program elements and provides regular updates to the TMUA
- Prepares and presents comprehensive regulatory and technical reports to other departments, elected, officials, outside agencies, boards, authorities, and organizations
- Develops, maintains, and leverages positive relationships with external partnerships to achieve water quality protection goals and initiatives
- Coordinates use of Geographic Information Systems and produces, understands, and interprets watershed maps
- Engages with related stakeholders to facilitate emergency preparedness and response planning for water quality-related incidents
- Assists with the development and management of an annual budget for the source water protection program
- Implements public outreach program to promote the protection of source quality water
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university in biological, physical, or environmental sciences or a closely related field relevant to the essential tasks listed in this job description; graduate degree *preferred*; **and**,
- (b) Five (5) years of professional experience in watershed management, environmental protection, environmental regulation, or resource conservation relevant to the essential tasks listed in this job description
- (c) A graduate degree in accordance with (a) above may be eligible to be substituted for two years of the required experience

PAY INCREASE OPPORTUNITIES

Employee will be eligible for a one (1) step increase upon completion of twelve (12) months' experience in the position **and** earning the Class "A" Waterworks Operator certification as issued by the Oklahoma Department of Environmental Quality (ODEQ).

Employee will be eligible for an additional one (1) step increase upon completion of twenty-four (24) months' experience in the position **and** after earning the Class "A" Waterworks Laboratory Operator certification as issued by the ODEQ.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of water resource planning, source water collection, management, and treatment with an understanding of applicable water quality regulations and Oklahoma water law
- Considerable knowledge of watershed management, ecosystems, agriculture production including poultry and cattle, and the potential impacts on water quality
- Fundamental knowledge of the Safe Drinking Water Act and Clean Water Act rules and regulations
- Considerable knowledge of best management practices to protect water quality
- Good knowledge of GIS and other mapping systems

Ability to:

- Analyze and interpret water quality parameters, communicating with multiple varied audiences
- Independently plan, organize, and prioritize work assignments
- Develop and deliver effective presentations for a wide range of watershed management topics
- Maintain accurate and detailed records
- Lead multiple projects of varying complexity
- Develop and present written and verbal reports
- Formulate short-and long-range plans necessary to accomplish departmental goals
- Utilize the highest level of interpersonal skill to understand, select, develop, and motivate internal and external customers
- Administer a program budget

Skill in:

- Communicating clearly and precisely, both verbally and in writing
- Analyzing problems and efficiently working towards resolutions

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequently lifting up to 10 pounds; occasionally carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

- 1) Valid Oklahoma Class "D" Driver License; **and**,



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- 2) Must obtain a valid Class “C” Water Operator’s License as issued by the Department of Environmental Quality (DEQ) within eighteen (18) months of date of hire; **and**,
- 3) Must obtain a valid Class “B” Water Operator’s License as issued by the DEQ within thirty-six (36) months of date of hire **and**,
- 4) Must obtain a valid Class “C” Water Laboratory License as issued from the DEQ within twelve (12) months of date of hire; **and**,
- 5) Must obtain a valid Class “B” Water Laboratory License as issued from the DEQ within thirty-six (36) months of date of hire

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting but also requires working outdoors and in inclement weather with possible exposure to hazardous chemicals and materials. Must be available twenty-four (24) hours, seven (7) days per week and carry a City of Tulsa-issued cellular phone. Will require some travel to various locations in and around the watershed.

EEO Code: E-01

Group: Operations, Planning and Technical

Series: Management and Operations