



Board of Public Utilities City of Cheyenne, Wyoming

WATER RESOURCE SPECIALIST

Division: **Engineering and Water Resources** Position: **43005**
Revised Date: **August 2024** FLSA Status: **Exempt**

GENERAL PURPOSE:

Under general direction plans, organizes, develops, and administers the Board of Public Utilities (BOPU) water conservation programs. Promotes and implements water use efficiency plans to optimize BOPU source water systems and analyzes data for effectiveness. Develops and implements public information and educational programs to promote the efficient use of water.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision, and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Develops, plans, and administers all phases of programs that include a variety of conservation measures and strategies to optimize water use. This will include identification, evaluation, and implementation of measures and practices essential to the efficient use of water by industrial, commercial, and residential customers.
- Develops, recommends, and ensures compliance of all BOPU's water conservation/water efficiency policies and city ordinances.
- Administers the BOPU Wise Water Use Plan, conservation-based rebates, and a wide range of water efficiency programs, projects, and activities.
- Develops and implements public information and educational programs to ensure a highly effective customer-oriented approach that supports achieving water use efficiency goals, regulations, and objectives.
- Serves as principal advisor on water conservation issues; compiles, evaluates and analyzes information, and recommends solutions; coordinates communications between BOPU and city departments, state and local agencies, commercial businesses, and community service organizations.
- Works with federal, state, and local agencies, private industry, developers, and commercial customers to promote water conservation and manage the diverse range of water issues facing the community.
- Conducts on-site water audits for high water users such as parks, golf courses, schools, spray parks, pools, hotels, restaurants, laundry facilities, and car washes.
- Coordinates with City Planning to develop, implement, and improve landscaping and irrigation design codes. Review proposed development landscape plans to align with efficient water use.
- Encourages landscapers and irrigation technicians to be National Irrigation Association certified. Hosts classes as necessary for landscapers to obtain certifications. Encourages landscapers and irrigation technicians to use water conserving technologies and practices.
- Leverage hydrologic models and other tools to evaluate system water portfolio, usage, and forecasting to develop and implement water shortage response plan(s). Analyzes system water use to identify and reduce water loss and non-revenue water use.
- Develop a data management system to collect all data necessary to meet reporting requirements, defend the BOPU during an enforcement action, and to meet all data requests.
- Measure the effectiveness of water conservation practices implemented, including gathering and monitoring process and outcome data.

JOB DESCRIPTION

Water Resource Specialist

- Conducts technical and environmental studies on water use trends, usage estimates, and soil samples. Analyzes water conservation issues; develops and recommends new programs, policies, and procedures; prepares reports which summarize water conservation activities and compliance issues.
- Bring in vital funding to the BOPU's conservation initiatives by preparing grant applications that will further support programs and infrastructure implementation. Oversee, monitor, and provide reporting for grant-funded projects.
- Attend public discussions on water conservation outside the normal workday and participate in tours, workshops, and other organized conservation events on weekends and evenings as necessary.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Earth Sciences, Natural Resources, Planning, Engineering, or related field; OR two years' experience in natural resource management and water conservation; OR an equivalent combination of education and experience. Public sector experience is preferred.

Required Licenses or Certifications:

- Driver's license valid in Wyoming with good driving record.
- Depending on the needs of the BOPU other job specific training and certifications may be required.

Knowledge of:

- Current federal, state, and local laws, ordinances, regulations, legal guidelines, and legislation governing the use, sale, development, conservation, reclamation, and transmission of water.
- Principles of hydrology, physics, soils, water management, environmental science, biology, and engineering.
- Political and environmental issues influencing regional water agencies.
- Landscape and irrigation system design.
- Local community resources and community services programs.
- Principles and procedures involved in record keeping, report writing, and professional correspondence.

Skill in:

- Interpreting and applying policies and procedures, complex variables, federal and state regulations, and city ordinances and standards.
- Analyzing conservation issues and developing logical recommendations based on findings.
- Collecting and analyzing technical data and reports, performing mathematical and statistical calculations, and developing impact analyses and forecasting models.
- Project management and field and data management skills.
- Grant research and writing.
- Operating hydrologic models.
- Operating ArcGIS Pro.
- Communicating effectively and resolving concerns with customers. Provide superior customer service.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers, citizens, public and private organizations, and representatives from other local, state, and federal agencies.
- Operating a personal computer utilizing a variety of business, publishing, and technical software.
- Working independently and efficiently to carry out assignments.
- Speaking and presenting effectively to groups, audiences, and regulatory bodies. Prepare professional written communications.

JOB DESCRIPTION

Water Resource Specialist

Working Conditions:

Work Environment: Work is performed mostly in a standard office environment; during summer irrigation season work is frequently performed outdoors in hot, wet, and humid conditions. Frequent travel to various locations is required; position requires working outside of normal business hours as needed.

Physical Demands: Light physical work requiring occasional lifting, carrying, pushing, and pulling up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, depth perception and color vision. While performing the duties of this job employee is required to sit 70%, walk 25% and stand 5% of the time; frequently required to use hands and fingers to handle, feel, operate computer and other technical equipment and vehicle; frequently required to reach with hands and arms, talk, hear, stoop, kneel and crouch. Occasionally required to climb, balance and crawl.