



POSITION DESCRIPTION

Department:	Energy, Utilities & Sustainability
Classification Title:	Administrator II
Working Title:	Water Resources Manager
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

PURPOSE:

Facilities Management and Development (FMD), a unit within the Administration and Finance Division (A&F), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities, grounds, and infrastructure. FMD consists of five critical and interdependent support departments including Customer & Business Services (CBS); Energy, Utilities, and Sustainability (EU&S); Environmental Health and Safety (EHS); Facilities Planning and Capital Projects (FPCP); and Facilities Operations (Fac Ops). In support of Cal Poly’s academic mission, the FMD department is committed to sustainability, responsible stewardship of natural resources, and promoting an inclusive culture that values individual and organizational integrity, civility, equity, and diversity.

The Water Resources Manager works within the EU&S Department of FMD which supports and advises Fac Ops in day-to-day operations, maintenance, and repair of campus buildings, grounds, and infrastructure; supports and advises FPCP in planning, design reviews, and construction support for capital projects; and manages all campus utility services, the campus utility budget, and all energy and water conservation programs, projects, and initiatives. This position works closely with consultants, contractors, in-house skilled trades, and project managers. Collaboration across the various FMD departments and with the campus community and providing a high degree of professionalism and customer service is crucial to the mission of the department.

Under the general direction of the Director of Energy, Utilities, and Sustainability, the Water Resources Manager is responsible for overseeing all aspects of water and wastewater resource and infrastructure management including capital planning, budgeting, capital improvement, project management, operation and maintenance, contract administration, water rights reporting, regulatory compliance, water conservation projects and program leadership, and educational outreach. This position will work with faculty, staff, and administrators on campus, project donors/representatives, CSU officials, permitting and regulatory agencies, and various professional consultants, contractors, vendors.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL JOB FUNCTIONS

Daily 90%

- Manage Cal Poly’s water supply portfolio including Whale Rock surface water, ground water from on campus wells, rain/storm water catchment, future connection to the State Water project, and future production of Title 22 recycled water to ensure safe and adequate water supply to support campus operations and facilitate execution of the Campus Master Plan, while controlling cost and risk.
- Manage Cal Poly’s water infrastructure including potable and non-potable pumping and distribution systems, metering and data collection, and storage reservoirs for backup/emergency supply and firefighting.
- Manage Cal Poly’s wastewater infrastructure including sanitary sewer and storm sewer collection and conveyance systems, and lift stations, and the on-campus Water Reclamation Facility planned for completion in 2026.
- Serve as Cal Poly’s representative to the Whale Rock Commission to review and approve annual operating and capital budgets and rate setting process. Ensure compliance with Whale Rock and City of San Luis Obispo operating, discharge, and infrastructure capacity agreements for potable water and wastewater conveyance and treatment.
- Coordinate with EHS and Agricultural Operations to ensure compliance with all permits and regulations related to on-campus wastewater treatment and the production, storage, and agronomic application of Title 22 recycled water on campus lands.
- Manage surface water rights compliance and annual reporting to the State Water Resources Control Board.
- Coordinate and lead the campus Drought Planning Group to facilitate ongoing conservation and adoption of industry best practices in water management for all campus units.
- Manage multiple and concurrent water and wastewater related capital projects through planning, design, construction, commissioning, startup, close-out, transition to operations, and through the warranty period for projects as assigned; manage project performance including scope, schedule, budget, quality, coordination and communications, documentation, reporting, and continuous improvement.
- Lead the creation and continuous improvement of all water and wastewater related planning and operations and maintenance policies, procedures and documentation.
- Represent the university and work with project teams (campus groups, university officials, project architects, engineers, contractors, inspectors, local agencies, etc.) on water and wastewater elements of campus planning and capital projects. This includes, but not limited to, ensuring the project stipulations are met; being an integral part for the project team to contribute to project documentation, milestones, and presentations to stakeholders; monitor project activities, development, and resources to mitigate risk; and ensure contract documents abide by the CSU and contracting requirements.
- Interpret, administer, and enforce university, CSU, and state policy relating to public works projects, ADA, building design, and construction.

OTHER JOB FUNCTIONS

As Needed 10%

- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.
- Assist FMD staff with project-related and department/division operational matters.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Bachelor's Degree in Civil, Environmental, Mechanical, or Industrial Engineering or related field AND five (5) years of progressively responsible experience in design, construction, operation and maintenance of and water and wastewater infrastructure systems. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS: Possession of (or ability to obtain by date of hire) a valid California Driver's License. This position may require the ability to obtain AHERA Inspector or Contractor Supervisor certification for asbestos related work and Cal/OSHA Lead training.

REQUIRED QUALIFICATIONS (SKAs):

- Demonstrated skill in design, construction, operation and maintenance of water and wastewater infrastructure systems.
- Thorough knowledge of construction project management, construction administration, and/or construction management materials, and the sequential methods of modern design, construction, operation and maintenance practices, as well as capital construction project delivery methods, materials, and techniques.
- Working knowledge of water and wastewater control systems and demonstrated experience collecting and utilizing control system data to support system commissioning and daily operations for continuous improvement and system optimization.
- Demonstrated experience in effective leadership and team management with a proven ability to organize and manage teams, including internal design and operations staff, external contractors, and technical consultants. Proven ability to collaborate with team members and provide outstanding customer service.
- Thorough knowledge of laws, codes, and regulations that govern the treatment, storage, and conveyance of potable water, wastewater, and Title 22 recycled water.
- Working knowledge of a wide range of facilities management operations and working knowledge of building codes, laws, ordinances and regulations, and the skilled trades applicable to water and wastewater infrastructure construction, operations, maintenance, and repair.
- Knowledge of business and fiscal analysis, and the processes and techniques related to project management in building design and construction including the ability to analyze and visualize large amounts of complex data and make accurate projections and cost estimates.
- Knowledge of or ability to quickly learn complex organizational and management structures and an ability to adapt to the dynamics of organizational, procedural, technological, and policy change.
- Ability to read and understand proposals, plans, blueprints, process drawings, contracts, purchase orders, and specifications for all phases of design, construction and building maintenance, and produce quality documents and reports.
- Ability to draft and compose correspondence and standard reports including producing PowerPoint presentations and effective oral presentations to groups.

- Excellent organizational and time management skills with the ability to maintain a high degree of accuracy while setting own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Demonstrated ability to use a variety of computer applications including word-processing, spreadsheets, databases, online systems, project management software, scheduling software, as well as online calendaring and email.
- Demonstrated ability to maintain a high degree of confidentiality including an ability to apply a high level of judgment and discretion on a consistent and continuing basis.
- Working knowledge of or ability to quickly learn and apply University infrastructure, policies, and procedures.
- Demonstrated ability to use tact, diplomacy, and professionalism to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills with an ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough mastery of English grammar, spelling, and punctuation with a demonstrated ability to proofread and edit.

PREFERRED QUALIFICATIONS:

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- California certification in Drinking Water Treatment & Distribution System Operation and/or Wastewater Operation.
- Experience with managing capital improvement and deferred maintenance projects in a university setting.
- Familiarity with CSU contract law and bidding policies, including the various construction project delivery methods used on CSU campuses; e.g., Design-Build, CM at-Risk, Job Order Contracting (JOC) and Task Order Service Agreements (TOSA), etc.
- Professional Engineer's License in the State of California.

SPECIAL CONDITIONS:

- Must be able to work additional hours, including weekends, evenings, and occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- Must be able to work both indoors and outdoors in all types of weather conditions.
- Must be able to use both hands for simple, firm grasping, and for fine manipulation.
- Must be willing to work at heights (20 feet or higher) off scaffolding or ladders.
- Must be able to bend, squat, crawl, reach above shoulder level, crouch, kneel, balance, push and pull loads.
- Must be willing to travel and attend training programs off-site for occasional professional development.

- Must be able to receive off-hours phone calls regarding campus problems needing immediate attention and coordinate response as needed.
- This position may require the ability to wear respiratory protection, including a negative pressure respirator, and a Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
- This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- Full-time management (MPP) employees are required to disclose outside employment at the time of hire or within thirty (30) days of taking additional outside employment subsequent to the time of hire.

SIGNATURES:

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR	TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: Administrator II
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 3312
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: M80
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: F-19-8
<input type="checkbox"/> COI Position		Classifier Initials: AT
Recruitment Number: _____		Date: 2/29/24