



## CALIFORNIA WATER SERVICE

1720 North First Street  
San Jose, CA 95112-4598 Tel: (408) 367-8200

Quality. Service. Value.

# Memo

**TO:**

All Districts

**FROM:**

Surena Nagra

**DEPARTMENT:**

Human Resources

**CC:**

**DATE:**

Friday, March 15, 2024

**RE:** R1860, Water Quality and Environmental Affairs Program Manager

Please announce and post the attached job posting for the position of R1860, Water Quality and Environmental Affairs Program Manager. This position can be located in Belen, Farmington, or Rio Communities, New Mexico.

California Water Service Group employees interested in being considered for this position should submit a current resume to the Cal Water applicant tracking system using the following link:

<https://calwatergroup.wd5.myworkdayjobs.com/CWSG/>

**Deadline to submit resume is: Friday, March 29, 2024.**

**QUALIFICATIONS AND RESPONSIBILITIES  
FOR THE POSITION OF  
WATER QUALITY AND ENVIRONMENTAL AFFAIRS PROGRAM MANAGER  
R1860**

**SUMMARY:**

The Water Quality and Environmental Program Manager performs complex tasks to implement, maintain, and comply with all water quality, environmental, cross-connection control regulations, and programs within an assigned region. Primary responsibilities focus on drinking water public health, regulatory planning and compliance, and permitting. This position is also responsible for ensuring compliance with environmental regulations and controls in the areas of air and water quality, hazardous and non-hazardous waste and, environmental land use impacts, environmental training, and permitting. This position can be located in Belen, Farmington, or Rio Communities, New Mexico.

**ESSENTIAL JOB FUNCTIONS:**

- Performs complex tasks to ensure compliance with water quality and environmental regulations within the assigned region
- Communicates in a timely manner with the New Mexico Environment Department Drinking Water Bureau (NMED DWB) and other agencies as required to ensure compliance with local, state, and federal water quality and environmental regulations
- Primary liaison between the Company, districts, state and federal agencies, the NMED DWB, and fosters relationship with these groups
- Prepares, coordinates, and implements National Pollutant Discharge Elimination System (NPDES) permits and other environmental permitting
- Prepares required waste discharge reports to the NMED
- Prepares and reviews Consumer Confidence Reports, routine reporting, and any other internal and external reporting
- Develops sampling plans and assesses analytical results of raw, finished, and wastewater to ensure regulatory compliance
- Obtains the appropriate permits whenever changes or modifications are made to the drinking water and wastewater treatment systems
- Monitor and track treatment systems performance to ensure compliance standards are being met
- Assesses new water supply source data to ensure quality and regulatory compliance and identifies/recommends appropriate treatment technologies for removal of contaminants
- Develops water quality monitoring schedules for sources, water treatment plants, and distribution systems in accordance with applicable regulations
- Works with the Cross Connection Control Program Manager to ensure the program is in compliance with state and federal requirements and protects our distribution systems
- Recommends, implements, and monitors environmental legal requirements, procedures, and programs to ensure compliance; identifies and resolves environmental problems
- Investigates potential environmental hazards associated with new land purchases or construction projects and reports investigation findings
- Responsible for environmental quality oversight for new land and construction, well, and treatment system projects

- Conducts on-site inspections with regulators and agencies
- Trains applicable Company personnel on sample collection, water quality and environmental regulations, water treatment operations, and all other water quality and environmental related topics
- Responds to emergencies 24/7 and works with district management to assess conditions, coordinate communication with key internal staff, and relay clear and concise information to regulators
- Manages water quality and wastewater projects of various scope, schedule, and budget in coordination with the District and Engineering team
- Provides water quality and wastewater input in the development of capital projects and strategic planning
- Provides guidance to all operations management staff on water quality and environmental problem-solving and regulatory compliance
- Performs analytical calculations to ensure adequate treatment of water
- Performs other similar duties as assigned
- Exhibits behavior that supports a safety culture; attends and participates at all required safety training programs; adheres to Company Safety Policies; uses Personal Protective Equipment (PPE) as appropriate, reports safety issues/concerns to management in a timely manner, and encourages others to behave in the same manner

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Chemistry, Biology, Environmental Science, Environmental Engineering, and/or equivalent relevant experience
- Three years of experience working in water quality and environmental compliance
- NMED Water Operator Level 1 preferred and required in 1 year
- NMED Water Operator Level 2 preferred and required in 2 years
- Cross Connection Control Specialist Certification preferred and required in 1 year
- Proficient in the use of Microsoft Office applications
- Valid New Mexico Driver License

#### **Required Knowledge, Skills and Abilities:**

- Knowledge of state and federal water quality regulations, including Backflow, and Cross Connection Control programs
- Knowledge of state and federal environmental regulations
- Knowledge of Company policies and procedures
- Knowledge of water systems treatment and distribution practices
- Knowledge of and ability to apply water and environmental regulations
- Knowledge of drinking water contaminants, their standards, and all associated regulations
- Knowledge of water quality sampling, test methods, chain of custody documentation, and compliance standards
- Knowledge of treatment technologies, common treatment interferences, causes of failures, and troubleshooting
- Knowledge and ability to use Microsoft Office applications to create presentations, spreadsheets, and Word documents

- Ability to communicate effectively, both verbally and in writing, with agencies, contractors, consultants, customers, employees, and vendors
- Ability to work effectively with all levels of employees and management
- Ability to work with regulators, operators, technical staff, and customers
- Ability to think clearly and react appropriately in emergency situations
- Ability to prepare manage and analyze data
- Demonstrated commitment to outstanding customer service
- Demonstrated organizational and time management skills and ability to prioritize and manage multiple projects with competing deadlines
- Demonstrated project management skills
- Good problem-solving and trouble shooting skills
- Flexible and able to prioritize work

**Salary Range: \$ 68,200 - \$122,900**

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The Equal Opportunity Policy of the Company is based upon the philosophy that all people should be treated fairly and with dignity. California Water Service, Hawaii Water Service, New Mexico Water Service and Washington Water Service do not discriminate against any applicant or employee because of race, color, religion, sex, national origin, or any other protected class. The Company makes all employment decisions in a non-discriminatory manner. EOE, VET, DISABILITIES.