Human Resources
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Water Conservation And Resource Administrator

JOB CODE	JOB FAMILY	PROFILE
JCP421	**Planning, Development & Protection**	**Water Conservation And Resource Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**April 15, 2026**

The Water Conservation & Resource Manager leads, develops, manages, implements, coordinates, tracks, and reports on all aspects of compliance efforts for the National Pollution Discharge Elimination System (NPDES), Ms4, water rights management, permit and related programs. Serves as a storm water quality and compliance expert at all levels of departmental, public, and regulatory interaction. Develops, leads, and coordinates departmental, interdepartmental, and interagency working groups. Manages and tracks related budget, contracts, and expenditures. Identifies, schedules, oversees and helps develop shared technical staff resources. Serves as County's water conservation and water planning subject matter expert (SME).

Job Description

DUTIES AND RESPONSIBILITIES

- Leads interdepartmental County water resource planning efforts, water rights acquisition, and water rights management efforts including interaction with designated legal counsel.
- Provides subject matter expertise and technical assistance to other county departments.
- Develops, implements, and updates water strategies and plans, and as applicable, prepares and revises related documents, regulatory submittals, guidelines and ordinances. Responsible for managing, enforcing, and revision of the Bernalillo County Water Conservation Ordinance and relevant section of the Bernalillo County Subdivision Ordinance.
- Represents the department and the county in state regulatory matters, multijurisdictional and regional water planning, infrastructure planning and processes.

- Manages all aspects of assigned programs and projects including procurement, staffing, budget, schedule, tracking and reporting. Develops water conservation related goals, objectives, and performance measures and related budget and staffing needs.
- Directs, manages, implements and ensures compliance of County drinking water systems with state and federal regulations including regulatory submittals and reports. Serves as local subject matter resource for small drinking water systems within the County.
- Identifies, applies, implements and administers grants and other related processes in accordance with grant guidelines, policies and procedures.
- Serves as Departments' primary land use and zoning reviewer/presenter regarding water and wastewater issues, Stormwater compliance, and water conservation compliance, and represents the Department and land use related hearings.
- Provides technical supervision and develops and facilitates internal training, public outreach/education, public presentations, and associated materials.
- Coordinates support staff tasking and activities in conjunction with the County Hydrogeologist and Stormwater Program Compliance Manager.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s Degree in Environmental Engineering, Planning, Civil Engineering, Earth Science, Environmental Science, Hydrology, Natural Resources Management, Water Resources Administration, or related field.
- Eight (8) years of work experience in the coordination or management of complex water resource projects, to include storm water compliance or regulatory oversight.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

PREFERENCES

- Current certification in drinking water system compliance or operations, water conservation, water auditing, or related areas preferred.

WORKING CONDITIONS

- Most essential duties are performed indoors.
- Indoor duties are typically performed in a temperature-controlled environment and on an even surface.
- Outdoor duties may be performed on either hard or soft surfaces in all weather and terrain conditions.
- Performs duties alone or as a member of a select team, or group.
- Potential hazards include exposure to chemicals, animals, biohazards, industrial and domestic waste, noise, intermittent vibration, driving a vehicle, fumes, odors, dust, mist, gases, poor ventilation, and polluted water.

EQUIPMENT, TOOLS, AND MATERIALS

- Computers, environmental monitoring equipment, laboratory equipment, telephone, two-way radio, fax, and copier.
- Materials and products handled in the course of performing essential duties include files, forms, reports, and educational materials.
- County vehicles are used by employee in traveling from site-to-site only.
- Safety equipment may include hard hat, rubber boots, gloves, facemask, and first aid kit.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver’s License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.