
Job Title: One Water Coordinator**Location:** Headwaters**Department:** Conservation & Customer Solutions**Job Status:** Full-Time**Reports To:** Director of Customer Solutions**Job Grade:** 605**Pay Status:** Exempt**Date Created/Updated:** 2/22/2023

Position Summary

New Braunfels Utilities (NBU) seeks a One Water Coordinator to advance the vision and work of the One Water New Braunfels Program. A multiagency program established by NBU in partnership with the city of New Braunfels and the Guadalupe-Blanco River Authority, the vision of One Water New Braunfels is to ensure water remains a celebrated and protected feature of this community by collaboratively managing water resources to safeguard watersheds, waterways and groundwater.

Reporting to the Director of Customer Solutions, this new position will be instrumental in advancing the New Braunfels One Water Roadmap with the One Water Advisory Council and One Water Working Group, established working groups that include staff from the three participating agencies. The Coordinator will be responsible for overall program management, management of discrete projects included in the Roadmap, and extensive community outreach and stakeholder engagement. The Coordinator will serve as primary point of contact/liaison for the Program with community stakeholders, government partners, business and community organizations, and media outlets.

Essential Duties & Responsibilities

ONE WATER NEW BRAUNFELS LIAISON

- Serve as primary point of contact/liaison for the One Water New Braunfels Program, a collaborative program of New Braunfels Utilities, the city of New Braunfels, and the Guadalupe-Blanco River Authority
- Coordinate and facilitate activities and decision-making processes of the One Water Advisory Council (OWAC), One Water Working Group (OWWG), and additional subcommittees
- Support growing the regional effort to include additional government partners, community organizations, and businesses
- Work collaboratively to coordinate in-person and virtual support for the region, including facilitating workshops, knowledge sharing, and stakeholder management.
- Represent the the program and effort through presentations and other speaking engagements at conferences, meetings, and events
- Actively participate in regional and national One Water and other related events, programs, etc

PROGRAM MANAGEMENT

- Manage day to day responsibilities of the One Water Program
- Manage multiple project deliverables while maintaining a high level of collaboration with staff, consultants, and partners
- Manage regular OWWG, OWAC, and additional meetings
- Track and document projects to assess progress toward established goals and vision
- Evaluate water and other scientific data to inform project goals
- Coordinate trainings and convenings, both in person and virtual
- Manage the Program's annual budget; directing the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies

- Contribute to grant writing and reporting
- Refine and monitor impact measures for projects
- Participate in program strategy development
- Support cross-program efforts as directed

COMMUNITY OUTREACH AND ENGAGEMENT

- Serve as primary point of contact/liaison for the Program with community stakeholders, government partners, business and community organizations, and media outlets
- Develop accessible communications and educational materials for diverse audiences in line with DEI best practices
- Coordinate and lead water resource and related environmental education efforts, including organizing training programs and participating in local clean up and other water-related events
- Plan, coordinate and promote One Water New Braunfels and other regional events

RESOURCE DEVELOPMENT

- Develop and produce reports, tools, and resources that help grow the One Water New Braunfels movement and scale projects and processes
- Develop systems to capture, translate, and share knowledge generated by the OWWG and OWAC with a broad range of audiences and stakeholders
- Create educational campaigns regarding subject matter for internal and external stakeholders

GENERAL RESPONSIBILITIES

- Maintain regular attendance generally and attend NBU required meetings and events
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Contribute to an inclusive working and learning environment
- Adhere to NBU policies and procedures
- Exemplify NBU Core Values (Safety, Team, Integrity, Culture, and Stewardship)

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Other: 5 years of relevant experience may substitute

Work Experience Time Frame: Three Years or More

for degree requirement; experience at a water utility

Field of Study: Water or natural resource management, urban planning, public policy, public administration, or related field

or government agency preferred

Certification and Licensures Requirements

[Click or tap here to enter text.](#)

Other Minimum Qualifications

- Must possess excellent relationship building and communications skills including proven proficiency in public speaking
- Strong project management skills with demonstrated ability to develop and implement plans and programs
- Excellent ability to follow up, take initiative, suggest solutions, and display accountability and ownership of project responsibilities
- Demonstrated ability in serving diverse audiences, and commitment to implementing DEI principles in all aspects of program management.
- Ability to interface effectively with government officials, media, special interest groups, employees and community partners
- Experience in meeting facilitation and collaborative process management
- Bilingual skills a plus

Knowledge of Computer Software

| | No Knowledge | Beginner | Intermediate | Expert |
|----------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Arc GIS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AutoCAD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crystal Reports | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Access | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Excel | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Word | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Publisher | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft PowerPoint | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Other Software Knowledge

Click or tap here to enter text.

Experience with Machines, Tools, Equipment and Other Work Aids

Click or tap here to enter text.

Physical Demands

Standing: Occasionally

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

Fine Dexterity: Constantly

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

Walking: Occasionally

- To Other Departments/Office/Office Equipment
- Around Worksite

Carrying: Occasionally

- Supplies
- Equipment
- Files

Sitting: Constantly

- Desk Work
- Meetings

- Driving

Reaching: Frequently

- For Supplies
- For Files

Handling: Constantly

- Paperwork
- Monies

Kneeling: Occasionally

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

- File Drawers
- Equipment
- Table and Chairs
- Hose

Climbing: Rarely

- Stairs
- Ladder
- Step Stool
- Onto Equipment

Health and Safety Conditions

| | Never (Never Occurs) | Rarely (Less than 1 hour per week) | Occasionally (1/3 or more of the time) | Frequently (From 1/3 to 2/3 of the time) | Constantly (2/3 or more of the time) |
|--------------------------|-------------------------------------|---------------------------------------|-------------------------------------------|---------------------------------------------|-----------------------------------------|
| Mechanical Hazards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chemical Hazards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Electrical Hazards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire Hazards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Explosives | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communicable Diseases | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical Danger or Abuse | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

| | Never | Rarely | Occasionally | Frequently | Constantly |
|-----------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Time Pressure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Emergency Situations | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frequent Change of Task | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Irregular Schedule/Overtime | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | | |
|-----------------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Performing Multiple Tasks Simultaneously | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Working Closely with Others as Part of a Team | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Tedious or Exacting Work | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Noisy/Distracting Environment | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date