



Water Quality Specialist

Department/Division:	Operations/Water Quality
Reports To:	Water Quality Supervisor
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general supervision, performs a wide variety of technical and administrative duties related to ensuring compliance with federal and state water quality regulations; collects regulatory water samples; coordinates contract laboratory services; prepares correspondence, reports, and notifications for distribution to internal and external customers; develops, maintains, and updates water quality monitoring programs as required by state and federal regulations; prepares other reports as required by federal and state regulations; flushes dead-end hydrants; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Water Quality Specialist is a discrete classification responsible for performing a variety of technical and administrative duties designed to ensure compliance with water quality regulations. This classification is distinguished from the Water Quality Supervisor in that the Water Quality Specialist does not supervise staff.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Reviews and comprehends federal and state regulations to effectively develop and administer water quality monitoring programs, ensure regulatory compliance, and safeguard public health.
- Reviews and updates the District's water quality monitoring programs to comply with the District's operating permit issued by the State Water Resources Control Board's Division of Drinking Water.
- Prepares annual Consumers Confidence Report (CCR) and all required regulatory reports.
- Develops and manages database structures and features.
- Collects regulatory water samples in distribution system, treatment plants and ground water well sources.
- Prepares sample collection kits for water quality and treatment plants, maintains concise chain of custody records; ensures the integrity of the sample preservation and recordation for all water quality samples.
- Maintains and/or repairs water sample stations.
- Delivers samples to laboratory; reviews laboratory analytical data for compliance with water quality standards, regulations, and operating permits; communicates results to appropriate personnel.
- Flushes dead-end fire hydrants and blow offs; maintains record keeping for flushing program.
- Tracks water loss for water quality department.

- Responds to water quality calls and emergency disinfection.
- Serves “on call” on a rotating basis and remains subject to overtime with fellow field workers.
- Maintains District vehicle including servicing and periodic safety checks; periodically maintains other equipment.
- District employees are expected to work overtime, weekends, evenings, and holidays, as required to accommodate the District’s needs and respond as a Disaster Emergency Service Worker.
- Participates in District safety meetings.
- Maintain prompt and regular attendance.
- Performs other related duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles and practices of drinking water system operations.
- Federal and State Laws and regulations governing drinking water system operation and water quality standards.
- Operational mathematics, including calculation and theory of water treatment blending.
- Basic theoretical knowledge and experience in laboratory equipment, sample collection and testing methods, and general chemistry.
- Basic analytical procedures used in water quality program.
- Occupational hazards and standard safety practices.
- Principles and procedures of record keeping and filing.
- Personal computers, water quality related software applications, and MS Office software including Outlook, Word and Excel.
- Developing and maintaining databases and associated objects such as relational tables and complex data queries.
- Developing complex spreadsheets to facilitate data analysis and reports.

Ability to:

- Maintain the District’s water quality monitoring and sampling schedule.
- Perform database management.
- Keep accurate water quality records and prepare required reports.
- Operate and maintain disinfection equipment.
- Operate, maintain, and calibrate water quality test and field equipment.
- Make independent decisions when dealing with water quality problems.
- Make mathematical calculations accurately.
- Maintain statistical files and records.
- Plan, prioritize, and organize tasks to meet deadlines, interpret permits, regulations, and laboratory test results.
- Operate standard office equipment, personal computers, internet, Microsoft Office software and related water quality software applications.
- Develop complex spreadsheets to facilitate data analysis and reports.
- Communicate clearly and concisely.
- Understand and carry out oral and written instructions.
- Observe proper safety precautions.
- Establish and maintain cooperative working relationships with others.

Minimum Qualifications:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: High School diploma or satisfactory equivalent. Possession of an Associate's Degree in chemistry, environmental sciences, water technology or related field is desirable.

AND

Experience: Two (2) years of progressive experience in drinking water system operations with emphasis in water quality and drinking water regulation compliance.

Licenses, Certificates; Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record.

Possession of a valid Grade 2 Water Treatment Operator's Certificate, issued by the State Water Resources Control Board - Division of Drinking Water.

Possession of a valid Grade 2 Water Distribution Operator's Certificate, issued by the State Water Resources Control Board - Division of Drinking Water.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is required to frequently stand and walk; use hands and fingers to handle, feel and grasp. Heavy grasping is frequently required. Finger dexterity and wrist rotation is required. Regularly lift and move objects weighing up to 50 pounds and occasionally lift and/or move up to one hundred (100) pounds. Specific vision requirements include close vision, peripheral vision, color vision, and the ability to adjust focus. Other sensory demands include hearing and speaking with others. Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.