



CLASSIFICATION SPECIFICATION

WATER QUALITY SPECIALIST

Department: Various
Range: 44

FLSA Status: Non-Exempt
Effective Date: November 1, 2015

General Purpose

Under general supervision of the Water Quality Supervisor, collect regulatory samples in accordance with the State of California, Title 22 Regulations; participate in water treatment activities; prepare water quality reports; and perform related duties as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Assist the Water Quality Supervisor in monitoring and maintaining water quality of the water system.
- Reviews laboratory test results for levels of constituents and compliance with Federal and State regulations.
- Prepares annual water analysis schedule in accordance with State of California, Title 22 Regulations, and Environmental Protection Agency Regulations.
- Schedules, prepares and performs collections of regulatory and quality control samples of the water distribution system and/or treatment systems in accordance with the State of California, Title 22 Regulations.
- Monitors and performs daily operations of Treatment System at various sites including replacement of filters.
- Coordinates the Lead and Copper Program including customer notifications, collection of samples and coordination with the laboratory.
- Prepares water quality reports; participates in preparation of the District's Business Plan for District's various treatment systems, plants, and wells.
- Assists in field operations when required. Maintains assigned District vehicle including servicing and safety checks.
- Participates in District safety meetings.
- Serves "on call" on a rotating basis and remains subject to overtime with fellow field workers.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- The District's distribution system.
- District policies, procedures and specifications.
- California Code of Regulations, Title 22.
- Water distribution and treatment procedures, equipment, materials, and tools.
- Water quality sampling techniques.
- Safety precautions and procedures.
- Personal computers and Water Quality related software applications.
- Safe work practices.

Ability to:

- Maintain the District's water quality monitoring and sampling schedule.
- Interact with customers, District personnel, laboratory personnel, and regulatory officials concerning water quality issues.
- Keep accurate Water Quality records, and prepare required reports.
- Inspect and maintain District pump and Treatment facilities.
- 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.
- Operate standard office equipment, personal computers, Internet, Microsoft Office software products, and Water Quality related software.
- Communicate clearly and concisely.
- Understand and carry out oral and written instructions.
- Observe proper safety precautions.
- Work overtime as required.
- Operate a vehicle observing legal and defensive driving practices.

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:

A high school diploma or satisfactory equivalent, and

Experience:

A minimum of five (5) years of progressively responsible experience in both meter service and distribution system operations with a public agency water system.

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

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

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

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

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.