



JOB DESCRIPTION

Water Quality Specialist

Date Prepared: February 2014

SUMMARY: Under limited supervision, administers the City's water quality and water sampling programs.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Perform water sampling per the California code of regulations, EPA and Federal Safe Drinking Water Act; record and maintain all records related to water quality sampling.
- Prepare and organize water sampling bottles, containers, and related tracking documents; collect water samples from wells, distribution systems, and water treatment plants.
- Deliver water samples to the laboratory for analysis; ensure the required documentation for each sample is complete and correct; monitor sampling schedules daily to ensure the timely completion of sampling.
- Inspect sample sites and perform repairs or upgrades, as needed.
- Monitor sampling supplies and maintain adequate inventory to maintain the sampling program.
- Flush distribution systems and maintain system flushing records; respond to inquiries from customers related to water quality.
- Review statistical data for regulatory compliance; organize and compile water quality lab reports; store data both in hard copy and digital formats.
- Review and analyze existing, pending, and potential potable and recycled water quality regulations.
- Prepare water quality reports for water district management and the California Department of Public Health related to wells, distribution system, and treatment plants; submit reports, as required.
- Operate motor vehicles to drive to sampling locations throughout the water district.
- Support the relationship between the City of Victorville and the general public by demonstrating courteous and cooperative behavior when interacting with visitors, the public and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent; AND four years water system maintenance and water sampling program experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Local, state, and federal laws, codes and regulations regarding water quality compliance.
- Water sampling methods and techniques.
- Laboratory water sampling techniques.
- Distribution system flushing techniques.

- Arsenic treatment plant operations.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Using initiative, discretion, and judgment within established procedures guidelines and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal codes, laws, and regulations regarding water/wastewater operations.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, vendors, suppliers, contract labs, external public agencies and the general public.
- Operating a personal computer and various software applications.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid California Driver's License.
- California Water Treatment Operator Grade II.
- California Distribution Operator Grade III.
- American Water Works Association Water Quality Analyst Grade 1 Certificate within 24 months of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed both in an indoor and outdoor work environment. May be exposed to extreme weather conditions, heavy machinery and hazardous chemicals. Work is performed both in an office and outdoor work environment. May be required to traverse uneven surfaces. May be exposed to extreme weather conditions and potential electrical hazards; conditions will require the use of proper protective equipment to avoid contact with hazardous chemicals and infectious diseases. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; use hands and fingers to handle or feel objects, tools, or controls; and lifting and carrying moderately heavy boxes up to 100 lbs. Incumbent frequently works near moving mechanical parts. Incumbent wears personal protection-protective footwear. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which includes weekends, holidays, evenings, and/or varying shifts.