



## JOB DESCRIPTION

### Water Quality Specialist

**Date Prepared:** May, 2016

**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, Environmental Protection Agency (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 document tracking; 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.
- Flush distribution systems and maintain system 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.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

High school diploma OR 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:**

- 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.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, vendors, suppliers, contract labs, external public agencies and the general public; applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- California Water Treatment Operator Grade II is required.
- California Distribution Operator Grade III is required.
- American Water Works Association Water Quality Analyst Grade 1 Certificate within 24 months of hire.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed primarily in an outside environment, independent of other workers, and includes work related travel in a City vehicle. Incumbent may be exposed to all types of environmental conditions including noise, vibrations, fumes, odors and dust, and may work for long periods in hot, cold, wet or icy weather and high winds. Incumbent must be able to see and hear in the normal range with or without correction and have the ability to read printed material and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be able to lift/move objects up to 100 pounds. Incumbent must be physically able to perform strenuous work and able to safely perform the duties of the position. Incumbent must possess the stamina to work long hours, if necessary.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer

\_\_\_\_\_  
Date