



JOB DESCRIPTION

POSITION	Water Quality Specialist I/II	SAFETY SENSITIVE	No
SALARY RANGE	Water Quality Specialist I – 24 Water Quality Specialist II – 28	ESTABLISHED DATE	01/07/2019
FLSA STATUS	Non-Exempt	REVISION DATE(S)	07/26/2023
HOURS – FT/PT	Full Time		

SUMMARY

Under general supervision, the Water Quality Specialist is responsible for monitoring the quality of waters controlled by the District including but not limited to: groundwater supplies, recharge, and treated water; overseeing the District’s Cross Connection Control Program (CCCP); responding to water quality concerns; communicating through verbal and written communications with local, state and federal agencies; monitoring the security and operation of District facilities; and performing various maintenance duties related to the production and distribution of water within the District’s service boundaries.

DISTINGUISHING CHARACTERISTICS

This series class specification defines and describes the nature and levels of work performed in the Water Quality Specialist job series.

Water Quality Specialist I is a mid-level in the Water Quality Specialist series. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

Water Quality Specialist II is the experienced, journey-level in the Water Quality Specialist series. At this level, incumbents perform the full range of tasks common to the classification series, under less supervision, while exercising discretion and independent judgment within established guidelines.

SUPERVISION RECEIVED/EXERCISED

Positions receive close to general supervision from a department head, manager, or supervisor, as assigned.

The Water Quality Specialist has the responsibility to lead and guide staff, as well as provide training and provide technical and functional direction to staff engaged in related duties.

EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. 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 this class.*

Essential Functions:

- Inspects accounts and facilities for possible cross-connections; maintains database information for backflow devices and from customer questionnaires; checks cross-connection hazards and recommends backflow protection; maintains cross-connection control database.
- Contacts customers regarding the inspection of water use, installation of backflow protection, and testing. Checks on customer compliance with regulations; respond to customer complaints regarding cross-connection control and potential water quality issues.
- Oversees the District’s Cross Connection Program, completes cross-connection surveys, identifies potential cross-connection hazards, and prescribes the appropriate backflow prevention assembly based upon the level of hazard.
- Collects water samples for the detection of various constituents from District assets such as groundwater wells and distribution facilities.
- Monitors chlorine levels throughout the District’s distribution facilities and adjusts dosing levels as needed.

- Performs facility checks of production and distribution appurtenances to ensure proper operation of equipment, ensure security, and monitor system parameters.
- Operates and maintains Supervisory Control and Data Acquisition (SCADA) peripherals and human-machine interfaces (HMI).
- Communicates with local, state, and federal agencies, including the general public, through the preparation of mandated reports, local publications, email exchanges, and other written and verbal methods of communication.
- Ensures the District complies with state and federal drinking water requirements and recommendations as provided by, but not limited to, the Safe Drinking Water Act, Title 17, Title 22, and various standards and specifications recognized by the State Water Resources Control Board (SWRCB) and the American Water Works Association (AWWA).
- Remains updated on compliance measures, bills, rules, regulations, standards, and specifications that pertain to public water systems.
- Attends seminars, conferences, and training events as necessary to remain efficient and educated in job-related functions.
- Assists in the maintenance and repair of motors, pumps, tanks, booster stations, and other District facilities as required.
- Reviews, maintains, and revises District sampling plans, water quality procedures, and emergency notification plans.
- Coordinates the District's flushing plan based on water quality data and best practices.
- Performs inspections of newly installed backflow prevention devices to ensure proper installation.
- Reviews plans and specifications related to the development, retrofitting, or refurbishing of commercial and residential projects to determine backflow prevention requirements.
- Ensures publicly and privately owned backflow prevention assemblies prescribed by the District are properly tested and repaired at required frequencies.
- Ensures backflow assembly testers possess the correct licensing and certifications.
- Works with developers and builders constructing facilities that are intended to be dedicated to, connect to, or otherwise become a part of, the District's distribution system to ensure compliance with District standards, pressure testing requirements, disinfection, and sampling procedures before putting the facility into service.
- Participates in making budget recommendations based on a variety of departmental and operative needs and requirements.
- Responds to emergency after-hours service and emergency calls.
- Participates in the District's "on-call" rotation as assigned.
- Maintains and updates Material Safety Data Sheets (MSDS) on required chemicals stored or utilized on District property.
- Maintains paper and electronic records of District sample analysis results, backflow assembly testing, facility adjustments, chlorine dosage changes, and other necessary documents and data as per the District's record retention schedule and other state and federal requirements;
- Assists in day to day District operations and maintenance as required including but not limited to maintenance, installation, and repair on water distribution appurtenances and lines, service installation, customer service, facility maintenance, and on-call duties;
- Completes forms, reports, and standard operating procedures utilizing computer/tablet/smart phone.
- Performs inventory duties, and maintains necessary supplies, tools, and equipment in district vehicle;
- Performs daily and weekly inspections of assigned District vehicle, makes minor repairs/replacements; advises supervisor of needed repairs or replacements that need additional assistance.
- Operates a District vehicle on a daily basis in a safe and effective manner.
- Regular attendance at the worksite, attends meetings, and responds to call-outs after hours, weekends, and holidays;
- Participates in the District's "on-call" rotation as assigned.
- Communicates tactfully with customers, staff, and other individuals contacted in the course of duties.
- Opens, closes and locks District buildings, sets and inactivates building alarms, and performs building security functions;
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

WQS I

Experience: A typical way to obtain the experience needed includes the following: a minimum of two (2) years of broad and extensive experience within the water distribution or treatment industry, including a minimum of one (1) year of experience operating a cross-connection control program.

Education and/or Training:

- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration:

- California Class "C" Commercial Drivers License;
- SWRCB **Grade II or higher** Water Distribution Operator Certificate;
- Must possess and maintain SWRCB **Grade I** or higher Water Treatment Operator Certificate;
- AWWA Cross Connection Control Certificate is required.
- AWWA Backflow Prevention Assembly Tester License is highly desired.

WQS II

Experience: A typical way to obtain the experience needed includes the following: a minimum of five (5) years of broad and extensive experience within the water distribution or treatment industry, including a minimum of two (2) years' experience in operating or managing a cross-connection control program.

Education and/or Training:

- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration:

- California Class "C" Commercial Drivers License;
- SWRCB **Grade III or higher** Water Distribution Operator Certificate;
- SWRCB **Grade II or higher** Water Treatment Operator Certificate;
- AWWA Cross Connection Control Certificate is required.
- AWWA Backflow Prevention Assembly Tester License is highly desired.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- State, Federal, and local drinking water regulations;
- Methods, materials, best practices, and equipment used in water distribution system and water production installations, maintenance and repair work;
- Water sample collection guidelines, preparation, and best practices;
- Letter and report writing development and formatting;
- District policies and procedures;
- Strong mathematical skills pertaining to the distribution and treatment of water;
- Safety laws, rules, regulations, and principles that pertain to the position's job functions;
- Geography of the District and location of District facilities;
- Use and functions of light and heavy power-driven equipment used in the Districts maintenance and construction activities;

- Blueprint and plan reading;
- Cross-connection hazard identification; and
- General computer operations, SCADA and Microsoft office products.

Skills:

- Competent to work efficiently and productively when completing work tasks with little to no supervision;
- Light to heavy equipment operation;
- Proficient with the operation of computers and associated peripherals; and
- Excellent verbal and written communication;

Abilities:

- Plan and schedule assigned work;
- Read, understand, and carry out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Operate assigned vehicles and equipment with skill and safety;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Use computer systems and software programs related to the needs of the District;
- Professionally represent the District with staff, the public, contractors, and other organizations;
- Respond to emergency conditions;
- Provide time for continuing education and testing as required;
- Attend seminars and training conferences relative to job performance as required;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and work within a team environment.

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.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regularly travels to District facility sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

Print Employee Name

Employee's Signature

Date