

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Specialist
CLASSIFICATION: Non Exempt
REPORTS TO: Water Quality Supervisor
SALARY LEVEL: E-30
DATE: 12/15/2017

Definition:

Under general direction from the Water Quality Supervisor, plan and coordinate the responsible technical activities as related to water quality operations, designing and implementing water quality monitoring and reporting strategies, for being knowledgeable about the laboratory operations and able to interpret the data into meaningful, pro-active plans to assist the District with its water quality strategies, and to do related work as required. Coordinates assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Water Quality Supervisor. Serves as Water Quality Supervisor in their absence.

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 this class.

Primary duties include but are not limited to the following:

- Coordinate activities with others, and provide technical support to the Water Quality Supervisor.
- Monitor and analyze source water including the lake, watershed and groundwater.
- Assist Water Quality Supervisor with all aspects of monitoring, analysis and control planning including supervision of contractors in relation to invasive species (i.e. Quagga mussels, algae, etc.).
- Assesses water quality regulatory changes, analyze data and provide notification and recommendations regarding compliance, or identification of water quality problems; respond to emerging public health issues.
- Assist the Water Quality Supervisor with the CA Environmental Laboratory Accreditation Program (ELAP) and help maintain compliance with ELAP for continued laboratory certification.
- Provide annual performance evaluation sample analyses, as required, for the purpose of maintaining certification of the laboratory with the ELAP program.
- Assist in the preparation of routine and special reports to regulatory agencies such as the Monthly and Annual Reports to the Division of Drinking Water, and the Watershed Sanitary Survey.

- Track development and implementation of regulations at the local, state and federal levels; may participate with regulatory and legislative bodies in regard to developing regulations.
- Responsible for providing assistance to the Water Quality Supervisor in development of the annual Consumer Confidence Report.
- Assist with management of environmental programs related to water quality and related lake treatment mandated by SWRCB and compliance with program requirements including permitting; prepare applicable NPDES and MS4 reports as assigned.
- Plan and coordinate out-sourced laboratory analysis.
- Assist with the assessment of the impact of human activity, weather, and other factors on the current and future health of the source water supplies.
- Assist water treatment staff in maintaining compliance with State and Federal regulations.
- Assist with the maintenance of the lake monitoring program and data analysis program that maximizes influent water quality and results optimal water quality in the distribution system.
- Assist treatment plant staff in the efficient and effective operation of the lake hypolimnetic oxygenation system.
- As assigned, provide technical review or evaluation on projects for the Operations, Engineering and Recreation Departments that may influence water quality.
- When assigned, supervise laboratory technician including sampling and analytical procedures, scheduling and assignment of work, calibration and maintenance of equipment, chemical and supply inventories; reviews work for completeness, compliance and accuracy and compliance.
- Maintain SWRCB potable water hauler certification.
- Provide customer service by responding to customer complaints and investigating the situation; respond to taste and odor events.
- Respond to emergency events, as assigned, which may include the disbursement of public notifications and additional flushing and sampling.
- Work with other retail agencies to advance the interests of the agency.
- Implementation of Laboratory Safety Program and provision of safety training as directed by the Water Quality Supervisor.
- Providing as-needed assistance with the hazardous materials programs.
- Working with outside consultants or other parties as assigned.
- Evaluate resources and assist the preparation of the water quality laboratory budget.
- To undertake the above in the most economical, cost-effective manner to maximize the cost benefit to our customers.

Secondary duties to assist with include but are not limited to the following, as assigned:

- Attend and participate in professional group meetings: stay abreast of new trends and innovations in the field of potable water treatment.
- May resolve complex technical problems related to plant operations; evaluates work process, techniques, and operational data to develop recommendation to improve water quality standards, plant effectiveness and efficiencies, and energy management.
- Perform special projects and assignments as requested. Supervise the maintenance of time, material and equipment use records; requisition supplies and materials; receives and stores routine materials, supplies, and equipment.
- Perform the inspection of water treatment and dam facilities and equipment for needed maintenance and repairs.

Knowledge, Skills, and Abilities:

Knowledge of: The principles of water quality laboratory chemical, physical, biological and microbiological techniques; QA/QC procedures, sample holding times, preservation and chain of custody. Thorough knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles and methods and practices. Principles and practices of standardized water quality tests; reservoir limnology and watershed management; state and federal regulations pertinent to the environment and water treatment; development of written reports, budgeting procedures and techniques; principles and techniques of effective supervision including work scheduling; advanced technological developments in water treatment and water quality. Modern office procedures, methods and computer equipment, including software applications such as word processing, spreadsheets, and MMS.

Skilled with: science-related computer applications and maintenance of data in an extensive computer database; maintaining a safe & reliable water supply for customers; using hand tools; reading equipment specifications and instructions.

Ability to: establish and maintain effective working relationships; communicate effectively, verbally and in writing; interpret and apply departmental policies and procedures; prepare clear and concise reports, budgets, and contract documents; accurately read, interpret and record data from gauges and meters; read and interpret technical manuals, drawings, schematics and diagrams; compile, evaluate and analyze complex data and information and recommend actions; drive a boat and work in remote locations; and follow oral and written instructions both for job functions and safety requirements of the District.

Education and Experience:

A bachelor's degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science is required along with three years of increasingly responsible experience working for a potable water agency in an applicable job position.

Certificates, Licenses, Registrations:

Possession and continued maintenance of the following:

- Grade I AWWA Water Quality Analyst Certificate or the ability to obtain same within six (6) months after date of employment.
- Grade II Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board; or the ability to obtain such within a two-year period of time.
- Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board; or the ability to obtain such within a two-year period of time.
- Valid Class C California driver's license.
- CPR/First Aid certificate (or ability to obtain within six months of employment).

Work Environment or Environmental Elements:

Employees work indoors and outdoors, in a vehicle or boat and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. and various laboratory equipment. Positions in this classification bend, stoop, kneel, reach, climb or balance and taste or smell to perform work. The employee must occasionally climb ladders or stairs to the top of reservoirs or other high structures.

Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Ability to work weekends, holidays, on-call, etc.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions. Management reserves the right to add, modify, change or rescind the tasks and/or duties and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Employee Signature

Date