

CITY OF MADERA

WATER QUALITY SPECIALIST I

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under immediate supervision, performs routine and less complex, unskilled and semi-skilled tasks and duties assigned to classes within the Water Quality Specialist series; learns policies, procedures and work methods associated with assigned duties in the Water division; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Water Quality Specialist I** is the entry level classification within the Water Quality Specialist series, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next higher classification of Water Quality Specialist II by the performance of less complex, unskilled and semi-skilled tasks.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from a Public Works Operations Manager. Incumbents of this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs domestic water system quality assurance and operation functions; inspects, installs, services and repairs backflow, cross-connection and other water delivery controls; performs backflow prevention, cross-connection control assurance and testing.
- Constructs, maintains, repairs and inspects water production wells and facilities, water mains and lines; operates water systems quality assurance and operations equipment and other tools; inspects and tests water, controls and water system tools and equipment for safety and mechanical defects; assists in installation and repair of water service connections and meters.
- Collects data; operates a computer to enter data, manage files, prepare, maintain and update records, logs and reports; recognizes occupational hazards and follows safety precaution procedures; insures quality assurance programs, testing and analysis is conducted within safety standards established by Federal, State and local laws, ordinances and regulations.
- Follows instructions, reads and interprets technical drawings and literature; responds to questions and concerns from the general public; provides information as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public; respond to questions and concerns from the public, representatives of community groups, state/local agencies, and City management.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stooping crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Water Quality Specialist I**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in water systems construction, maintenance, including backflow prevention device general testing and cross-connection controls, or related work; possession of a high school diploma or equivalent supplemented with appropriate coursework in environmental health, public health and biological science, or a related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license at time of appointment. Possession of a State Department of Health Services Water Treatment Operator Grade I Certificate, an American Water Works Association Backflow Prevention Device General Testers Certificate and an American Cross-Connection Control Program Specialist Certificate.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Modern principles, practices and techniques of water system quality assurance and operation functions; testing methods, and procedures, including qualitative and quantitative analysis; applicable federal, state and local laws governing domestic water quality monitoring and control; principles and practices of water supply and distribution; occupational hazards and standard safety practices; cost, time and material estimating; characteristics and problems involved with back-flow prevention and cross-connection control programs; principles and practices of bacteriological and sampling techniques and mathematical analysis; laboratory safety standards and programs; occupational hazards and standard safety practices; methods and techniques for basic report preparation and writing; methods and techniques for record keeping.

Ability to:

Plan, organize and coordinate a variety of water quality laboratory testing and analysis, including chemical and bacteriological laboratory tests; analyze laboratory tests and make recommendations regarding plant operations, corrective and preventive measures; read and interrupt plant operations equipment; perform on-site laboratory tests; maintain accurate and updated logs, records and reports; prepare and submit comprehensive and mandated reports; perform plant operation and maintenance assignments; represent the City's water functions with other government agencies and community groups; establish and maintain cooperative working relationships.

Skill to:

Safely and effectively operate and calibrate a variety of maintenance and water quality testing equipment, tools and materials.