

CITY OF MADERA

WATER QUALITY SPECIALIST-IN-TRAINING

*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 and learns to perform 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-In-Training** is the training level class responsible for learning to perform the full scope of assigned duties. This classification is distinguished from the Water Quality Specialist I in that the latter is required to possess a State Department of Health Services Water Treatment Operator Grade I, and American Water Works Association Backflow Prevention Device General Tester and Cross-Connection Control Program Specialist certificates.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from a Water & Sewer Operations Manager. May receive technical or functional supervision from a Water Quality Specialist II. Incumbents of this class do not routinely exercise supervision.

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

- Learns to perform domestic water system quality assurance and operation functions; learns to inspect, install, service and repair backflow, cross-connection and other water delivery controls; Learns to perform backflow prevention, cross-connection control assurance and testing.
- Learns to construct, maintain, repair and inspect water production wells and facilities, water mains and lines; learns to operate water systems quality assurance and operations equipment and other tools; learns to inspect and test water, controls and water system tools and equipment for safety and mechanical defects; assists in installation and repair of water service connections and meters.
- Learns to collect data; operate a computer to enter data, manage files, prepare, maintain and update records, logs and reports; recognize occupational hazards and follow safety precaution procedures; learns to insure quality assurance programs; testing and analysis is conducted within safety standards established by Federal, State and local laws, ordinances and regulations.
- Follows instructions, learns to read and interpret 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; learns to 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 a **Water Quality Specialist-in-Training** may be considered qualifying. A typical way of obtaining the required qualifications is to possess some experience in water systems construction, maintenance, or related work, and 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. Ability to obtain a State Department of Health Services Water Treatment Operator Grade I Certificate; an American Water Works Association Backflow Prevention Device General Tester and Cross-Connection Control Program Specialist Certificates within one year of hiring date.

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

Knowledge of:

Basic 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; 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:

Learn 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 water treatment plant operations, corrective and preventive measures; read and interpret water quality regulations; 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.