

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY WATER QUALITY CONTROL OFFICER

DATE: 01/23/2007

JOB CODE: 51780

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under the general direction of the Director of Water Utility, assists the Water Utility Director in establishing and implementing water quality standards, procedures, and controls to ensure effective water sample collection and testing, treatment, and compliance with all local, regional, state, and federal regulations, laws, and programs; tracks, monitors, and briefs Department Management on the status, content, and impacts of pending local, regional, state, and federal water quality and environmental regulations; plans, implements, directs, organizes, and administers the Department's backflow/cross connection program.

DISTINGUISHING CHARACTERISTICS

The Water Utility Water Quality/Backflow Officer is a member of the supervisory class in the Water Utility Division supervisory series. Supervision is received from the Water Utility Director, and supervision is exercised over the Water Quality section staff and at the discretion of the Director of Water Utility, supervision may be exercised over other Water Utility Division personnel.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provides courteous and expeditious customer service to the general public and City department staffs;
- Oversees daily operations of water quality and backflow operations;
- Administers the Department's distribution/fire hydrant flushing program;
- Supervises water quality and department personnel and monitors departmental budget;
- Performs complex tasks to implement, maintain and comply with all water quality and environmental regulations and programs within the district or region;
- Analyzes reports and recommends programs to maintain full compliance with applicable requirements in water quality;

- Prepares management reports summarizing water quality assurance activities reports and maintains water quality databases;
- Contracts with appropriate laboratories for water quality analyses;
- Initiates corrective action for procedural, product or process deficiencies;
- Participates in DOHS field inspections and may act as company representative with DOHS and EPA as required;
- Supervises water quality personnel and other support staff operates two-way radio;
- Interprets construction drawings; performs water quality customer service calls, trouble shoots water quality problems, and communicates verbally and in writing with customers regarding their water quality concerns;
- Uses a networked personal computer using MS Windows and MS Office software;
- Establishes standards of performance for each position supervised;
- Processes and resolves employee grievances;
- Conducts performance evaluations and disciplinary consultations;
- Explains policies, procedures, and objectives of the unit and Water Department to staff by written directive and oral communication; reviews and maintains timesheets, schedules vacations, monitors sick leave usage, arranges employee assignments to cover absences;
- Responsible for the section's goals and objectives;
- Responsible for the preparation and administration of the section's fiscal budget;
- Routinely adheres to and maintains a positive attitude towards City and Department goals; and performs related work as required;
- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA).

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles of Basic supervision;
- Principles of water distribution systems;
- Principles of water treatment;
- Principles of backflow and cross connection control;
- Basic water chemistry;
- Terminology used in civil and water utility engineering;

- Knowledge of water utility construction and maintenance;
- Principles of traffic control safety;
- Trench excavation and shoring safety;
- Knowledge of plant/facility maintenance;
- Knowledge of water utility construction, maintenance, and operation safety precautions and procedures;
- Networked personal computers using MS Windows and MS Office Software;
- Basic public relations;
- Basic knowledge of budgeting and accounting principles;
- Basic mathematics.

Ability to:

- Communicate effectively with subordinates, peers, and superiors in oral and written English;
- Prepare oral and written reports;
- Trains others in the daily technical and administrative support activities of the Water Quality section;
- Proficiently use networked personal computers using MS Windows and MS Office software;
- Work from construction plans, drawings, sketches, and specifications;
- Plan and schedule water quality/backflow assignments;
- Make arithmetic calculations with speed and accuracy;
- Interpret and apply Water Department policy;
- Understand and carry out complicated oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Be physically capable of entering permit required confined spaces and wearing Self Contained Breathing Apparatus (SCBA) equipment;
- Operate an atmospheric tester for entry into confined spaces;
- Wear protective respiratory equipment to include SCBA and personal escape respirator.

MINIMUM QUALIFICATIONS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

Education: Successful completion of an accredited 2-year or 4-year college degree in science, engineering, environmental science, or chemistry,

Or

Experience: Equivalent work experience which would have provided the required journeyman level of knowledge, skill, and abilities involving complex work in the area of water quality/environmental engineering, regulations and water supply operations; supervisory or leadership experience preferred.

And

Certificates: Must obtain and maintain a State of California Department of Health Services Water Treatment Operator Grade 3 certificate and a State of California Department of Health Services Water Distribution Operator Grade 3 certificate within 36 months of employment; must obtain and maintain a valid San Bernardino County Department of Environmental Health Services Certified Backflow Prevention Device Tester certificate within 18 months of employment.

And

Possession of a valid California Class "C" driver's license required upon application. Note: For out-of-state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

NECESSARY SPECIAL REQUIREMENTS

Must be clean shaven or trimmed facial hair in order to properly use personal respirators and SCBA equipment. Must pass a respirator medical exam and be physically able to wear SCBA equipment. Must be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in the field of varying weather conditions, lift up to 75 pounds in normal duties, and work under moderate to high stress conditions. Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Utility Water Quality Control Officer

To:

Job Description:

BOWC Approved: 12/05/2006

CSB Approved: 01/23/2007

Testing Standards:

Dept Promo/Civil Service Oral: 07/24/2001