

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY WATER QUALITY CONTROL TECHNICIAN

DATE: 01/23/2007

JOB CODE: 21779

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

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 supervision of the Water Utility Water Quality Control Supervisor, maintains a water quality control program that complies with water quality monitoring standards as established by the Water Department, the State of California Department of Health Services Division of Drinking Water Environmental Management, and the United States Environmental Protection Agency; monitors water quality throughout the Department's water production and distribution system; reviews and monitors all water quality laboratory data; maintains all water quality laboratory test information; completes all required water quality reports; administers the Department's backflow prevention device testing program.

DISTINGUISHING CHARACTERISTICS

The class of Water Quality Control Technician is a specialized position in the water utility field. This classification directs the daily activities of the Water Utility Water Quality Control Section. Supervision is received from the Water Utility Water Quality Control Officer. Supervision is exercised over the Water Quality Control Section staff.

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 public and City department staffs and representatives of various regulator agencies encountered throughout the performance of water quality control and cross connection control job duties;
- Plans and directs the collection of routine and special bacteriological, general physical, radiological, and chemical water quality samples;
- Monitors water treatment and geothermal waste discharge to assure compliance with regulatory guidelines;
- Monitors departmental backflow prevention cross connection control program;

- Inspects customers' premises for cross connections to determine appropriate backflow prevention device requirements;
- Investigates customer water quality complaints;
- Monitors backflow acceptance tests subsequent to their installation;
- Prepares cross connections control work orders and correction notices;
- Orders parts and supplies;
- Answers customer water quality complaints;
- Communicates water quality information with the State of California Department of Health Services Officials;
- Operates Department vehicles;
- Calculates, tabulates, and prepares reports;
- Makes routine mathematical calculations;
- Maintains time and material records;
- Routinely adheres to and maintains a positive attitude towards City and Department goals;
- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA);
- Performs related work as required.

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 water treatment and distribution;
- Chemistry at a basic level;
- Mathematics at an intermediate level;
- English usage, spelling, grammar and punctuation;
- Appropriate safety precautions and procedures;
- Basic public relations and telephone etiquette.

Ability to:

- Enforce water quality requirements with tact, diplomacy and firmness;
- Read, understand, and be able to perform technical functions;

- Make accurate mathematical calculations;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Give directions to subordinate water quality control employees in a manner which promotes employee productivity, job satisfaction, and motivation to carry out job tasks to a level of quality and performance acceptable to the Department;
- Establish and maintain effective relationships with those contacted in the course of work;
- Write legibly;
- Maintain filing system;
- Lift and transport water quality and backflow prevention equipment and materials;
- Routinely enter subsurface water works structures to collect water quality samples;
- Hear in the normal audio range with or without correction;
- See in the normal visual range with or without correction;
- Lift up to 75 pounds in normal duties;
- Work under moderate or high stress conditions;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier;
- 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: Graduation from high school or G.E.D. equivalent.

And

Experience: 4 years of experience in water quality control and/or backflow prevention testing

And

Certificates: Must have and maintain a State of California Department of Health Services (DHS) Water Treatment Operator Grade 2 certificate and a State of California Department of Health Services (DHS) Water Distribution Operator Grade 2 certificate. Must have and maintain a Cross Connection Control Device Testers Certificate acceptable to the State of California Department of Health Services. Must submit a copy of the required DHS Water Treatment Operator Grade 2 certification, DHS Water Distribution Operator Grade

2 certification and Cross Connection Control Device Testers certification at the time of application.

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 Technician

To: Water Utility Water Quality Control Officer

Job Description:

BOWC Approved: 12/05/2006

CSB Approved: 01/23/2007

Testing Standards:

Dept Promo/Civil Service Oral: 12/11/2001