

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY WATER QUALITY CONTROL WORKER

DATE: 11/27/2007

JOB CODE: 21768

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 general supervision, to assist in the collection of water samples; monitor water quality throughout the Department's water production distribution system; assist in backflow prevention testing and inspection; assist in the operation and maintenance of the Geothermal System; conduct routine and special water system fire hydrant flushing; and measure water levels throughout the Bunker Hill Basin.

DISTINGUISHING CHARACTERISTICS

The class of Water Quality Control Worker is the entry level in the Water Quality Control Section. Supervision is received from the Water Utility Water Quality Control Officer.

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:

- Provide courteous and expeditious customer service to the general public and City department staffs;
- Collect routine and special water quality samples adhering to approved quality assurance and quality control procedures;
- Assist in the inspection and testing of backflow prevention devices;
- Perform routine and special fire hydrant flushing;
- Measure depth to water levels in wells throughout the water system;
- Assist in the review of building plans for potential cross connections;
- Assist in inspection of cross connection control devices on customer premises;
- Operate Water Department vehicles;

- Make routine mathematical calculations;
- Maintain daily equipment, time and material records;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Perform 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:

- Basic principles of water quality control;
- Basic mathematics;
- English usage, spelling, grammar and punctuation;
- Appropriate safety precautions and procedures;
- Basic public relations and telephone etiquette.

Ability to:

- 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;
- Establish and maintain effective relationships with those contacted in the course of work;
- Write legibly;
- Maintain accurate records;
- 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.

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: Water Utility experience is highly desirable.

And

Certificates: Must have and maintain a State of California Department of Health Services (DHS) Water Distribution Operator Grade 1 certificate and a State of California Department of Health Services (DHS) Water Treatment Operator Grade 1 certificate. Must submit a copy of the required DHS Water Distribution Operator Grade 1 certification and DHS Water Treatment Operator Grade 1 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).

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 Worker

To: Water Utility Water Quality Control Assistant

Job Description:

BOWC Approved: 11/06/2007

CSB Approved: 11/27/2007

Testing Standards:

Dept Promo/Civil Service Oral: 08/23/2005