

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY WATER QUALITY CONTROL ASSISTANT

DATE: 01/23/2007

JOB CODE: 21763

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 the Water Quality Control Technician in collection of water samples; monitoring water quality throughout the Department's water production distribution system; assist in backflow prevention testing and inspection; answer customer water quality complaints; conduct routine and special water system fire hydrant flushing; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Water Quality Control Assistant is the entry level in the Water Quality Control Section. Supervision is received from Supervisory level person in Water Quality.

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;
- Collects routine and special bacteriological samples, general physical, and chemical water samples;
- Answers customer water quality complaints;
- Assists in the inspection and testing of backflow prevention devices;
- Performs routine and special fire hydrant flushing;
- Measures depth to water levels in wells throughout the water system;
- Assists in the review of building plans for potential cross connections;
- Assists in inspection of cross connection control devices on customer premises;

- Operates Water Department vehicles;
- Calculates, tabulates and prepares periodic routine reports under the direction of the Water Quality Control Technician;
- Makes routine mathematical calculations;
- Maintains daily equipment, time and material records;
- Routinely adheres to and maintains a positive attitude towards City and Department;
- 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:

- Basic principles of water treatment and distribution;
- Basic mathematics;
- 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 and diplomacy;
- 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;
- Maintain filing system;
- Lift and transport water quality and backflow prevention equipment and materials weighing up to 50 pounds;
- 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: 2 years of water utility experience or a closely related field.

And

Certificates: Must obtain and maintain both a State of California Department of Health Services Water Treatment Operator Grade 1 certificate and a State of California Department of Health Services Water Distribution Operator Grade 2 within 24 months of appointment to this position.

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 Assistant

To: Water Utility Water Quality Control Technician

Job Description:

BOWC Approved: 12/05/2006

CSB Approved: 01/23/2007

Testing Standards:

Dept Promo/Civil Service Oral: 09/14/2004