

WATER QUALITY TECHNICIAN

*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.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of the more routine tasks and duties in support of the Water Quality unit to ensure that water served to the public is safe; collects and analyzes water samples; responds to customers' water quality concerns; performs water quality system flushing; and maintains lab instruments and sampling stations.

Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Water Quality Specialist level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and/or fits an established structure or pattern. Exceptions or changes in procedures are explained as they arise.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Collects and analyzes water samples from the District's production and distribution system, including well sites and reservoirs, to ensure water quality compliance with federal and state regulations.
2. Assists in the water quality system flushing program to enhance the water quality delivered to customers.
3. Responds to water quality complaints from customers; participates in solving problems and resolving complaints in person and over the phone.
4. Reviews lab results; identifies potential water quality problems and notifies proper District personnel.
5. Calibrates, troubleshoots, and maintains analytical instruments; cleans sample bottles and portable laboratory equipment; maintains sample stations.
6. Reviews and compiles information from various databases and computer files.
7. Compiles information and prepares various documents; creates and submits reports to regulatory agencies when necessary.
8. Maintains the appropriate level of sampling bottles and supplies required to conduct routine sampling and analyses.
9. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Water utility operations.

Basic principles and methods of water quality testing, treatment, and standards.

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Basic water chemistry principles.
Basic analytical procedures used in a water quality program.
Basic techniques for gathering and reporting information.
Operational characteristics of equipment and tools used in the area of assignment including specialized sampling equipment and laboratory analytical equipment.
Occupational hazards and standard safety practices.
Mathematical principles.
Pertinent federal, state, and local codes, laws, and regulations.
Principles and procedures of record keeping and filing.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Collect, label, and preserve samples.
Make and record observations.
Operate equipment and machinery that may require complex and rapid adjustments, such as specialized sampling equipment, laboratory analytical equipment, a motor vehicle, computer terminal, and telephone.
Calibrate, clean, and perform minor repairs on assigned equipment and apparatus including samplers.
Accurately maintain and update manual and automated records and logs.
Generate a variety of written reports and documentation.
Respond to routine requests and inquiries.
Enter data at a speed necessary for successful job performance.
Ensure adherence to safe work practices and procedures.
Perform mathematical calculations including percentages, fractions, decimals, volumes, and ratios.
Interpret basic descriptive statistical reports.
Analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
Compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information.
Classify, compute, and tabulate data.
Utilize a wide variety of descriptive data and information such as lab report/results, drinking water regulations, discharge permit reports, water quality reports, regulatory bulletins, lab manuals, lab equipment manuals, chemical reference manuals, material safety data sheets, procedures, and non-routine correspondence.
Use functional reasoning and apply rational judgment in performing diversified work activities.
Exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in chemistry, water quality analysis, water utility science, or a related field.

Experience:

One year of related experience is desirable.

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License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a Grade 1 Water Treatment Certificate issued by the Department of Health Services.

Possession of, or ability to obtain, a Grade 2 Water Distribution Certificate issued by the Department of Health Services and a Grade 1 Lab Analyst Certificate issued by AWWA are desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Outdoor and indoor environment; travel from site to site; exposure to noise and all types of weather and temperature conditions; work with or in water; work and/or walk on various surfaces including slippery or uneven surfaces; work on ladders/scaffolds; some tasks may risk exposure to toxic materials.

Physical: Incumbents require sufficient mobility to work in an office, laboratory, and field environment; travel to various locations to take samples; exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting, carrying, pushing and pulling; walk, stand, and sit for prolonged periods of time; operate assigned equipment and vehicles; operate office equipment including use of a computer keyboard; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Mesa Consolidated Water District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

FLSA: Non-exempt

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