



WATER QUALITY TECHNICIAN I/II

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under supervision, this position is responsible to perform technical duties related to water and wastewater operations including collecting water samples and coordinating water analysis testing and ensures the City's compliance with Federal and State water quality regulations. This position maintains records and prepares reports regarding water analysis and quality.

Classification Characteristics:

Water Quality Technician I: This is the entry level position in the Water Quality Technician series. This class is distinguished from the Water Quality Technician II by the performance of the more routine, less complex or specialized work tasks under closer supervision, with less latitude for independent action. This position receives direct supervision from higher level staff and may receive technical and functional supervision from higher level inspectors. This class is typically used as a training class and employees may have only limited experience in water sampling. Positions in this class are flexibly staffed and may advance to the Water Quality Technician II level when training and experience is sufficient to perform at the full journey level.

Water Quality Technician II: This is the full journey level position in the Water Quality Technician series. This class is distinguished from the Water Quality Technician I by the performance of the full range of duties assigned including exercising independent judgment within established guidelines and regulations. Positions in this class are flexibly staffed and are normally filled by advancement from the Water Quality Technician I level, or when filled from the outside, have prior water quality inspection, monitoring and testing experience. This position receives general supervision and may exercise technical and functional supervision over lower level Water Quality Technicians.

Essential Functions:

- Perform technical duties for water and wastewater operations including collecting water samples, coordinating water analysis testing, and other related duties.
- Ensure the City's compliance with potable water regulations for water facilities.
- Prepare water samples for analysis by commercial laboratories; ensure that test results are reviewed and reported.
- Maintain the City's water quality assurance program including water sampling and in-house analysis of water quality parameters.
- Participate in the location, identification and inspection of backflow prevention assemblies.
- Administer and maintain the cross connection program including on-site inspections, the mailing of annual testing notices to backflow prevention device owners and the compiling, updating and filing of data and reports.
- Perform water treatment operator duties including various pumping functions.

- Prepare periodic and special reports for submission to appropriate regulatory agencies in a timely manner.
- Respond to inquiries and complaints from the public in a courteous manner.

Water Quality Technician I Qualifications:

Knowledge of:

- Applicable water quality standards and procedures.
- Water testing equipment, tools, techniques and procedures.
- Basic procedures and techniques of water treatment activities.
- Occupational hazards and standard safety practices.
- Modern office procedures and equipment including computers.
- Mathematical principles.

Ability to:

- Learn applicable Federal, State and local laws, codes and regulations dealing with recycled water, potable water and cross connection control.
- Learn methods used to collect a variety of water samples.
- Learn methods and procedures used in backflow prevention activities.
- Wear and use self-contained breathing apparatus as required and regulated by Cal OSHA.
- Operate a variety of water control and pumping equipment in a safe and effective manner.
- Prepare clear and concise reports.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Work day, evening, weekend, and holiday shifts as required.
- Exercise good judgment, flexibility, and sensitivity in response to customer inquiries and complaints.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Three years of increasingly responsible experience in the operation and maintenance of water systems.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in the area of water treatment and water quality.

License or Certificate:

- Possession of a California Class C Driver's License with an acceptable driving record.
- Possession of a Grade I Water Treatment Operator Certificate issued by the California Department of Public Health.
- Possession of, or ability to obtain within six months, AWWA Certification as a Backflow Prevention Assembly General Tester.
- Possession of, or ability to obtain within one year, AWWA Certification as a Cross Connection Control Specialist.

Water Quality Technician II Qualifications:

Knowledge of:

- Applicable Federal, State and local laws, codes and regulations pertaining to recycled water, potable water and cross connection control.
- Applicable water quality standards and procedures.
- Water testing techniques and procedures.
- Procedures and techniques of water treatment activities.
- Occupational hazards and standard safety practices.
- Modern office procedures and equipment including computers.
- Mathematical principles.

Ability to:

- Collect a variety of water samples.
- Participate in backflow prevention activities.
- Wear and use self-contained breathing apparatus as required by Cal OSHA.
- Operate a variety of water control and pumping equipment in a safe and effective manner.
- Prepare clear and concise reports.
- Understand and follow oral and written instructions.
- Modern office procedures and equipment including computers.
- Communicate clearly and concisely, both orally and in writing.
- Work day, evening, weekend, and holiday shifts as required.
- Exercise good judgment, flexibility, and sensitivity in response to customer inquiries and complaints.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Two years of increasingly responsible experience involving technical duties of a water or wastewater facility including taking water samples.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in the area of water treatment, water quality and cross connection.

License or Certificate:

- Possession of a California Class C Driver's License with an acceptable driving record.
- Possession of a Grade II Water Treatment Operator Certificate issued by the California Department of Public Health.
- Possession of, or ability to obtain within six months, AWWA Certification as a Backflow Prevention Assembly General Tester.
- Possession of, or ability to obtain within one year, AWWA Certification as a Cross Connection Control Specialist.

Working Conditions:

Work periodically in an office environment and frequently in a field environment with exposure to dust, noise and inclement weather. Position requires the ability to stand and sit for extended periods; walk, climb, stoop, squat, kneel, bend, lean, turn, twist, reach, grasp, push, and pull on even and uneven surfaces. Lift and carry objects weighing up to 50 pounds. May be exposed to chemicals, mechanical, electrical hazards and confined spaces. Near and far vision required for sampling and preparing reports. Drive motorized vehicles and work around moving traffic.