



Position Description

Water Quality Technician I/II

(Part of the Maintenance Technician Series that includes Parks Maintenance Technicians, Pump Mechanics (Water and Wastewater), and Mechanics)

General Purpose

Under general direction of the Field Supervisor; works independently to manage and perform a variety of activities related to ensuring that the City's water system complies with current and future Federal and State regulations regarding drinking water quality and other environmental related regulations. May perform field, office and technical work and supervise maintenance workers, consultants, and contractors in duties related to flushing, water quality and other regulatory requirements.

Supervision Received

Works under the direct supervision of a Field Supervisor.

Supervision Exercised

Water Quality Technician I. Generally none.

Water Quality Technician II. Exercise technical and functional supervision over assigned personnel.

DISTINGUISHING CHARACTERISTICS

Water Quality Technician I. This is the journey level class within the Maintenance Technician series. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the Water Division. This position is distinguished from the Water Quality Technician II position in that the latter provides lead supervision over assigned personnel.

Under the flexible staffing concept, positions assigned to the Water Quality Technician I class may reasonably expect to progress to the II level with training, experience, and continued demonstration of satisfactory job performance

Water Quality Technician II This is the advanced journey level class within the Maintenance Technician series. Incumbents at this level are distinguished from other classes within this series by the level of responsibility assumed and the complexity of duties assigned. Incumbents at this level typically perform the more difficult and complex types of duties and provide lead supervision over assigned personnel. Employee is expected to be fully trained in all procedures

related to assigned area of responsibility, and have the ability to establish work priorities and develop daily work schedules.

Core Duties and Responsibilities (Illustrative Only)

Makes routine chemical analysis, performs basic laboratory procedures, operates analytical equipment and instrumentation, handles chemicals common to the field of Water Quality, and maintains the Water Quality Lab.

Sets priorities, exercises independent judgment, and communicates effectively both orally and in writing;

Establishes and implements water sampling operations and procedures; reviews specifications for water quality equipment; conducts field sampling and analysis; coordinates and participates in the collection, interpretation and evaluation of water quality data; keeps detailed records accurately and neatly.

Inputs and tracks water quality information in a computer database, and drafts reports to management and other agencies. Analyzes complex data, reports and correspondence.

Produces operational and water quality reports from data collected through field meter and gauge readings and from laboratory analyses. Keeps accurate and current operational, water quality related records and maintains these records available on computerized spreadsheets.

Ensures all Federal, State and local laws, rules, regulations and guidelines on sampling, testing, record keeping, and reporting are met.

Develops, schedules, and supervises the flushing program.

Maintains records on well production and groundwater levels on computerized spreadsheets; assists in coordination with outside agencies on special groundwater studies and programs.

Makes recommendations for improvement and rehabilitation projects related to water quality and system reliability.

Prepares requisitions and controls inventories for supplies and equipment; obtains quotations for water quality projects and equipment; and prepares purchasing documentation.

Coordinates and inspects the work of a variety of contractors related to water quality projects.

Reviews improvement plans for water quality issues, and makes recommendations for modifications to ensure compliance with the City's Water Quality Program.

Assists in preparation of the bi-annual budget as related to water quality and other environmental regulations.

Answers inquiries from the public, records and tracks water quality complaints on computerized spreadsheet.

Assists in the planning and implementation of various public education programs related to water quality such as chloramination, as well as other water quality programs included in the City's Urban Water Management Plan; and makes recommendations on such requirements.

Establishes and maintains effective working relationships with fellow employees, members of the general public and representatives from outside government agencies.

May be required to work evenings, weekends and holidays; and performs other related duties as required.

Addendum for Water quality Technician II

Takes lead role in the preparation of, and signs off on, Water Quality reports and Consumer Confidence reports as required by various regulations. Prepares written public notifications related to water quality.

Directs special investigations in water quality and process control.

Proposes possible capital improvements related to water quality and coordinates with the Engineering Division on implementation of these projects.

Meets and coordinates with outside agencies regarding water quality legislation and regulations; researches and reviews existing and proposed Federal, State and local environmental regulatory requirements pertaining to water quality.

Takes lead role in the development and implementation of various public education programs related to water quality such as chloramination, as well as other water quality programs included in the City's Urban Water Management Plan.

Actively participates in the development of various planning documents such as the Water Master Plan, Urban Water Management Plan, the City's Water Quality Program, and other specialty plans and studies.

Licenses and Education

- A) Graduation from high school or GED equivalent.
- B) Grade Two Water Treatment Operator issued by the California Department of Health Services.
- C) Grade Three Water Distribution Operator issued by the California Department of Health Services.
- D) Possession of a valid Class C Driver's License.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; talk or hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee may work either indoors or in outside weather conditions. The employee frequently works near moving mechanical parts, chemicals, and is frequently exposed to wet and/or humid conditions and vibration. The employee may be required to work night, early morning, or weekend hours, depending on workload factors, in addition to normally scheduled work hours.

Employee is subject to call back after hours and to respond to emergency situations on a 24-hour basis, seven days per week in addition to normally scheduled work hours.

The noise level in the work environment can range from moderately quiet to loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of San Bruno and any employee and is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable MOU provisions.

Effective Date:

Resolution Number:

Revision History: