

WATER QUALITY TECHNICIAN

DEFINITION

Under direct supervision, performs technical duties in support of water quality programs and activities including collecting samples at various sites and facilities and maintaining sampling equipment; assists laboratory staff with data collection and data entry; receives and investigates water quality problems, customer complaints, waste spills, and other related problems to identify source of pollution; responds to inquiries from the public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Water Quality Superintendent. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Water Quality Technician class series. Initially under close supervision, incumbents learn and perform routine field sampling duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level exercise limited discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is distinguished from the Senior Water Quality Technician in that the latter performs the more complex aspects of the work assigned such as conducting basic water and wastewater laboratory analyses and performing quality assurance/quality control of laboratory equipment.

Positions in the Water Quality Technician class series are flexibly staffed; positions at the Senior Water Quality Technician level are normally filled by advancement from the Water Quality Technician level. Progression to the Senior level is dependent on satisfactory work performance (an overall performance rating of “exceeds standards” or higher on most recent annual performance evaluation is required), the incumbent meeting the minimum qualifications for the classification including any licenses and certifications, and management approval.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

Positions at the Water Quality Technician level may perform some of these duties and responsibilities in a learning capacity.

- Collects and preserves varied samples for analysis from various locations to support water quality activities related to non-regulatory and required monitoring of source waters, reservoirs, treatment plant, distribution system, and groundwater sources.
- Prepares samples for transport, storage, and laboratory testing including preparing chain of custody documents.
- Investigates water quality problems, customer complaints, waste spills, and other related

- problems to identify source(s) of pollution.
- Operates, maintains, and cleans equipment, instruments, and vehicles required for the work.
 - Assists laboratory staff with laboratory information system maintenance, data entry, and data retrieval.
 - Assists in cleaning, washing, and assembling laboratory apparatus and glassware; assists in maintaining an inventory of supplies and equipment; maintains the laboratory in a safe and clean condition.
 - Reads, understands, and ensures compliance with the District Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to the supervisor.
 - Responds to public inquiries in a courteous manner and provides information within the area of assignment.
 - Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Methods and equipment used in collecting and preserving samples.
- Basic operational characteristics, use of, and maintenance requirements of sampling equipment.
- Occupational hazards and standard safety procedures related to sampling and laboratory work.
- Record keeping and filing system methods, principles, and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Collect, label, and preserve samples following established procedures.
- Learn to use a variety of modern laboratory equipment.
- Safely and effectively use and operate a vehicle and tools and equipment required for the work.
- Respond to and effectively prioritize multiple phone calls and other requests for information and/or service.
- Maintain a variety of filing, record keeping, and tracking systems.
- Learn, understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to the completion of the twelfth (12th) grade.

Experience:

- One (1) year of experience in wastewater collection, wastewater treatment, water treatment or distribution operations; or one (1) year of experience in certified laboratory procedures and analysis.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

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

- Level Three

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.

ADDITIONAL REQUIREMENTS

Incumbents may be required to work evenings, nights, and weekends.