

SENIOR WATER QUALITY TECHNICIAN

DEFINITION

Under general supervision, performs technical duties in support of water quality programs and activities including performing sampling at various sites and facilities and conducting laboratory and monitoring testing of water/wastewater samples; performs quality assurance (QA) and quality control (QC) of sampling and laboratory equipment; assists laboratory staff with data entry, report generation and review; 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 general supervision from the Water Quality Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the Water Quality Technician series. Positions at this level perform the full range of duties as assigned, working independently and exercising judgment and initiative. Positions 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 work unit. This class is distinguished from the Water Quality Analyst in that the latter performs a variety of laboratory analyses and reporting associated with regulatory oversight for District's laboratory.

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.

- Assists in identifying, planning, and scheduling the daily and long-term water quality activities related to monitoring of source waters, lakes, reservoirs, treatment plant, distribution system, water reclamation facilities, recycled water, groundwater sources, and stormwater conveyance.
- Collects and preserves varied samples for analysis from various locations.
- Prepares samples for transport, storage, and laboratory testing including preparing chain of custody documents.
- Conducts laboratory and monitoring testing and basic analyses of water/wastewater samples collected from various locations.
- Assists lab personnel with the QA and QC for all certified analyses, laboratory records, and results; notifies appropriate personnel with results.
- Repairs, cleans, and maintains facilities associated with the operation of a water and wastewater laboratory; cleans, washes, and assembles laboratory apparatus and glassware; performs QA and QC checks on laboratory equipment per standard protocol; maintains the laboratory in a safe and clean condition.
- Maintains inventory of supplies and equipment; requisitions materials, supplies, and equipment to perform assigned tasks as needed.
- Maintains laboratory records and assists laboratory staff with laboratory information

management system (LIMS) maintenance, data entry, and data retrieval.

- Reviews and files laboratory reports; updates databases; notifies appropriate personnel of inconsistencies.
- 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 implementing new and maintaining all current policies and procedures required to maintain laboratory certification with California regulatory standards.
- 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; provides information within the area of assignment.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, techniques, equipment, and materials required for conducting basic laboratory analyses.
- Basic water chemistry.
- Methods and equipment used in collecting and preserving samples.
- Operational characteristics, use of, and maintenance requirements of sampling and laboratory equipment.
- Occupational hazards and standard safety procedures related to sampling and laboratory work.
- Record keeping and filing system methods, principles, and practices.
- Applicable federal, state, and local laws, codes, and ordinances and District policies and procedures relevant to area(s) of responsibility.
- 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:

- Perform standard laboratory analyses of samples.
- Collect, label, and preserve samples following established procedures.
- Use and perform calibration and minor maintenance on 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.
- 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:

- Three (3) years of experience in collecting, preserving, and conducting basic testing of water and/or wastewater samples; or three (3) years of experience in certified laboratory procedures and analysis.

Licenses and Certifications:

- Possession of, and ability to maintain, California Class C driver's license.

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.