



City of Woodland

WATER QUALITY SPECIALIST I/II

DEFINITION

To coordinate and perform advanced paraprofessional and highly technical office regulatory compliance activities for the drinking water, sewer collections, recycled water and storm water programs

DISTINGUISHING CHARACTERISTICS

This Water Quality Specialist I (WQS I) is an entry level position. The WQS I will gather data and perform basic calculations on the collected data for the water, wastewater, storm water and recycled water programs. The Water Quality Specialist II (WQS II) is the journey level class of this series.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the utilities engineering staff as assigned. May exercise direct technical and functional supervision over lower level staff.

EXAMPLE OF DUTIES

- Responsible to update and maintain database so that required data for Government reporting on the water systems/utilities is available. This includes water, recycled water, storm water and any other utility programs provided by the City.
- Gathers and analyzes data, as directed, on the City's drinking, storm water, recycled water quality, or sewer collection programs; interprets Federal and State regulations related to these programs.
- Assists to ensure compliance with and enforcement of Federal and State regulatory standards, permit requirements, and related programs and priorities; directs the review, analysis, and interpretation of new and changing regulations; interprets Federal, State, and regional regulations related to drinking, storm water, or recycled water programs.
- Analyze the testing data from the drinking water quality program to ensure compliance. Coordinates testing with City staff and contract laboratory.
- Coordinates a variety of special tests, studies, projects, information requests, and research related drinking water quality, storm water, recycled water quality, or sewer collection compliance efforts with City staff and consulting firms; collects, analyzes, and summarizes related data.
- Prepares mandated reports; identifies problems regarding water quality issues; prepares comprehensive reports on findings; provides recommendations related to implementation of solutions for compliance with regulations.
- Provides guidance to water utilities staff on regulatory impacts to drinking water, storm water, recycled water, and other related environmental aspects of City operations; leads efforts in developing and updating related City ordinances.

- Coordinates the compliance schedule for all water sampling requirements; coordinate with staff to collect water samples; receives, records, and reviews analytical results of sampling events; consults with operating division teams regarding action to take to address any water quality issues.
- Work with other departments and consultants on annual reporting of the water, storm water, recycled water and sewer collections programs.
- Stays abreast of new trends, innovations, and regulations relative to assigned program area; updates regulatory and emergency plans for assigned program area.
- Assists with the preparation of scope of work, requests for proposals, and quotes for professional services; as well as assist with the review responses to requests for proposals.
- Regular and consistent attendance; the employee must be present at work to receive and analyze data affecting the public's health and safety.
- Performs other duties as assigned.

OTHER JOB FUNCTIONS

Coordinate with other departments such as environmental services, public works, and finance, as well as various government agencies that deal with utilities. Work with vendors to ensure required tests/sampling and analysis are complete. May assist the utilities engineering staff in responding to inquiries or concerns from citizens and other departments and agencies. Participate with tours and public presentations related to water system programs. Work with consultants and contractors with regard to providing documentation.

QUALIFICATIONS

Knowledge of:

- Operations and services of a comprehensive water quality program related to drinking water, storm water, recycled water or other water utilities.
- Aware of applicable laws, regulatory codes, ordinances, and procedures including, but not limited to, Federal (Clean Water Act, Safe Drinking Water Act), State of California (Code of Regulations, Title 22), and local regulations (sewer use ordinance) governing permitting and compliance requirements for drinking water, wastewater, or recycled water operations and programs.
- Aware of the various State Water Board's and Regional Water Board's (RWB) rulemaking and regulatory processes and requirements as well as Basin Plan amendments process for the RWB that affect the water utilities.
- General knowledge of environmental topics and issues related to water including drinking water, storm water, or recycled water discharge standards, water use during a drought, water cycles, recycled water use, and climate change.
- General chemistry knowledge of water systems.
- Basic understanding of drinking water, wastewater, and recycled water treatment plant systems and operations.
- Proper record keeping methods and procedures.
- Strong written and oral communication skills, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Understanding of American Water Works Association (AWWA) rules and regulations.
- Familiar with California Water Environment Association (CWEA) rules and regulations.

Ability to:

- Research and apply complex laws, rules, regulations, and ordinances relative to permitting requirements and standards for drinking water, storm water, or recycled water operations and program.
- Mitigate conflicts and balance interests of multiple stakeholders with City interests.
- Read and understand work plans and final reports.
- Assist with the preparation of technical documents, including reports for the public and City staff.
- Ensure that tests are conducted as need and work with various departments to establish testing of the various aspect of the water system.
- Maintain accurate records; and provide clear and concise information to management for the preparation of reports.
- Gather and analyze complex data; make sound technical and procedural recommendations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, media and City staff.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Establish 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:

Water Quality Specialist I

Education:

Equivalent to an associate degree from an accredited college or university with major coursework in environmental studies, chemistry, biology, resource management, sanitary engineering, public administration, or a related field.

Experience:

Two (2) years of increasingly responsible experience in compliance activities regarding drinking water quality, wastewater quality, recycled water quality, or a related field. Experience working in a laboratory or in a recycle is desirable.

A Bachelor's degree may be substituted for experience on a year to year basis, up to four (4) years).

Water Quality Specialist II

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in environmental studies, chemistry, biology, resource management, sanitary engineering, public administration, or a related field.

Experience:

Four (4) years of increasingly responsible experience in compliance activities regarding drinking water quality, wastewater quality, recycled water quality, or a related field. Two (2) of those years can be as a Water Quality Specialist I with the City.

Licenses and Certifications:

Possession of a valid California Driver's License, to be maintained throughout employment.

Additional expertise by way of applicable certification related to water quality and water or wastewater treatment is highly desirable. Examples include: certificates issued by American Water Works Association (AWWA) or California Water Environmental Association (CWEA).

ADA COMPLIANCE

Physical Ability: Positions in this class frequently require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally, and in excess of 50 pounds of force rarely to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people. This is an essential function of the position as incumbents regularly use their sensory skills.