



# Water Quality Control Technician

## DEFINITION:

Under general supervision assists in the meter replacement program, leak detection and water conservation. Assists in obtaining a variety of general water quality analyses involved in water quality compliance with federal, state, and regulatory agency reporting. Assists in the reading of District water meters including processing, interpretation, and associated reporting; performs field inspections and repairs, educates customers, and responds to customer concerns. Testing, inspecting and investigating backflow protection assemblies on a continuing basis. Must be able to perform all required duties of a Utility Operations Maintenance Worker and be available to respond to any water or sewer duties as requested by general supervision.

## SUPERVISION RECEIVED AND EXERCISED:

Receives immediate direction from the Lead Water Quality Technician and supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

## CLASS CHARACTERISTICS:

This is a journey level class who works independently exercising judgment and initiative and requires the ability to operate a full range of mechanical equipment related to the specific functional assignment. Performs the essential job duties to ensure the continued safe operation of the District's drinking water, and District water meter reading, processing, interpretation, reporting and backflow testing. Positions at this level are expected to function at the same skill level of an experienced Utility Operations Maintenance Worker.

## EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

*Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.*

### WATER QUALITY

- Ensures safety of the water supply by obtaining and occasionally delivering samples to the laboratory; maintains schedules to meet federal, state and local requirements to include Lead & Copper testing program. Obtain water quality samples at source, and in the distribution system for all federal and state agency mandated water quality sampling.
- Assists the Lead Water Quality Control Technician with reports to the appropriate regulatory agencies; prepares analyses report of monthly water system production, sewer flows, and water loss; prepares reports on distribution system and source water quality and for the National Avenue UV Plant for the California Department of Public Health.
- Investigate water quality complaints and/or excessive water usage from the public and assists to troubleshoot and resolve problems related to water quality.

#### WATER METERS AND LEAK DETECTION

- Performs meter testing, monthly reading of water meters, MLog installs and reads, new meter installs and repairs, turn on and turn off of water services.
- Issue work orders for the repair and/or replacement of improperly registering or non-functioning water meters to include associated appurtenances.
- Perform zone meter readings for production analysis and unaccounted for water.

#### BACKFLOW TESTING

- Enforcement of District's Cross Connection Control Program to include inspections, annual testing notification and enforcement, as well as maintenance of related records. Updates backflow device accounts and maintains backflow device files; physically conduct field inspections.
- Perform backflow testing on District backflow preventers and repairs if necessary.
- Advise contractors, property owners, landlords and facility supervisors of backflow installation and testing requirements. Review results of backflow prevention device tests to ensure proper testing.

#### GENERAL DUTIES

- Ability to perform all essential required duties of a Utility Operations Maintenance Worker.
- Maintain records, compile data, generate reports and provide documentation to regulatory agencies as required. Streamline data collection and reporting.
- Perform technical research to maintain compliance with new rules, regulations, policies and procedures; keep other employees updated and informed of changes.
- Provide information and resolve moderately complex complaints which regularly requires the use of judgment and the interpretation and application of policies and procedures.
- Research, compile and summarize a variety of informational or statistical materials from multiple sources; prepares a variety of studies, reports and related information for decision-making purposes and special projects.
- Write, review, analyze and prepare a variety of records, reports, correspondence and other data.
- This position may also perform other work as assigned, including work in other functional areas in the department to cover absences or meet urgent priorities.
- Operate a vehicle to carry out assigned duties.
- Expected to work standby duty on a rotational basis after completing twelve-month probationary and training period.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

*Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

**EDUCATION AND EXPERIENCE:**

Equivalent to completion of the twelfth (12<sup>th</sup>) grade and two (2) years experience as a District Utility Operations Maintenance Worker I/II with demonstrated ability and knowledge or equivalent experience in water distribution and sewer collections.

**KNOWLEDGE OF:**

- Operations and services of a potable water distribution and wastewater collection agency.
- Principles and practices of system inspection.
- Principles of preventive maintenance.
- Methods and techniques of troubleshoot water distribution and wastewater collection systems issues.
- Equipment, methods, procedures, and materials used in the construction, installation, repair, maintenance, and/or cleaning of wastewater and water mains, lines, water meters, and related facilities; pipefitting and cement work.
- Properties of backfill materials, construction materials, concrete, and a variety of other materials used in maintenance work.
- Backflow testing procedures.
- Principles of cross-connection control (backflow prevention).
- Basic mathematics and mathematics related chlorine dosing and hydraulics.
- Operational characteristics of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.
- Standards relating to installation, location and required maintenance of traffic signs and pavement markings.
- Pertinent federal, state, and local laws, codes and safety regulations.
- District and mandated safety rules, regulations, and protocols.
- Record-keeping principles and procedures.
- The structure and content of the English language, 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.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**ABILITY TO:**

- Ability to analyze and interpret the results of a variety of laboratory tests of water; evaluate outcomes and identify and resolve errors.
- Maintain accurate records and prepare appropriate reports.
- Perform backflow prevention tasks.
- Research and learn new rules, regulations, policies and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Physically collect water samples and investigate water quality complaints in the field.
- Make accurate arithmetic computations.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted during work.
- Deal tactfully with contractors, property owners and management companies as needed.

## LICENSES AND CERTIFICATIONS:

### Required

- Possession of, or the ability to obtain within eighteen (18) months from date of hire, a valid Class B Commercial Driver's License (CDL) with a Manual Transmission and Tanker endorsement with a driving record acceptable to the District and the District's insurance carrier.
- Possession of, or the ability to obtain within eighteen (18) months from date of hire, a CA-NV Section AWWA Backflow Prevention Assembly Tester certification.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.

### Desired

- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable.
- Possession of a CWEA Collection System Operator Grade 1 (C1) certification desirable.
- Possession of a CWEA Collection System Operator Grade 2 (C2) certification desirable.
- Possession of a California State Water Resources Control Board (SWRCB) Water Treatment Grade I (T1) certification desirable.
- Possession of a CA-NV Section AWWA Cross Connection Specialist certification desirable.

Failure to obtain and maintain required license(s)/certification(s) may result in disciplinary action up to and including dismissal from the position.

## TOOLS AND EQUIPMENT USED:

Motorized vehicles such as crane trucks and backhoes; light and heavy-duty tools and equipment such as and jackhammers; hand and power tools such as saws and sledgehammers, ladders, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping. Itron Mobile collector and programmer, handheld chlorine analyzer, air tank

## 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. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined workspaces, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 50 pounds and frequently in excess of 75 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

Requires the ability to get and maintain an airtight seal with Self-Contained Breathing Apparatus for confined space entry.

**ENVIRONMENTAL CONDITIONS:**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.