



## Lead Water Quality Control Technician

### DEFINITION:

Performs a variety of technical and general water quality analyses/reports involving water quality compliance with State, Federal, and regulatory agencies. Performs reading of District water meters including processing, interpretation, and associated reporting; performs inspections, educates customers, and responds to customer concerns; monitors and analyzes a variety of water related data; responsible for monitoring, inspecting and investigating backflow protection units on a continuing basis. This position will oversee and train the Water Quality Control Technician. Responds to sewer and water concerns.

### SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to Water Quality Control Technician I/II.

### CLASS CHARACTERISTICS:

This is an advanced journey-level position who both works independently and oversees the training and work assignments of the Water Quality Control Technician and is expected to perform essential job duties to ensure the continued safe operation of the District's drinking water, and District water meter reading, processing, interpretation, and reporting.

Occasionally provide assistance to water and sewer maintenance crews in maintaining water and sewer systems.

### 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.*

- Ensures safety of the water supply by obtaining and occasionally delivering samples to the laboratory; maintains schedules to meet State, Federal and local requirements to include Lead & Copper testing program. Obtains water quality samples at source, and in the distribution system for all federal and state agency mandated water quality sampling.
- Oversees water sampling programs and monitors results to insure compliance with all applicable regulatory agencies; maintains compliance documentation.
- Prepares and files reports with 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.
- Provides monthly statistics for water production, sewer flows, and loss water analysis for the Board report. Investigate water quality complaints and/or excessive water usage from the public and assists to troubleshoot and resolve problems related to water quality. Responds to customer concerns regarding sewer matters.

- Administers meter testing program. Performs monthly reading of water meters and ERTs, MLog's and related processing, interpretation and verification of meter read accuracy for District's billing system. New meter installs assignment of route/sequence number and initial adjustment/billing form to the accounting department.
- Issue work orders for the repair and/or replacement of improperly registering or non-functioning water meters to include associated appurtenances.
- Maintains records for new meter installations and meter change-outs using computer software such as Springbrook and Lucity, written records, and card files.
- Perform zone meter readings for production analysis and unaccounted for water.
- May remove and/or repair water meters; turn on and turn off water services.
- 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.
- 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 related work as assigned, including work in other functional areas in the department to cover absences or meet urgent priorities.
- May serve on-call duty in the Operations Department for water and sewer as needed; may provide assistance to the Operations Department as part of the Utility Operations Crew as needed.
- Train assigned personnel.
- May assist with public outreach and education programs.
- May represent the District at various meetings and functions.
- Operate a vehicle to carry out assigned duties.

#### 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 a minimum of three (3) years of related experience in backflow prevention, water distribution systems, including water sampling, water treatment, backflow prevention assembly testing, or closely related area.

#### KNOWLEDGE OF:

- Pertinent State, Federal, and local laws, codes, ordinances, and safety regulations.
- Techniques involved in taking water sample collection, testing methods and performing related tests.

- Operational and maintenance practices of water distribution systems, water treatment, and hydraulics.
- Principles of Cross-Connection Control (Backflow prevention).
- Basic mathematics to include some Algebra and Geometry.
- Basic tools, equipment, materials and procedures used in utility meter maintenance, repair and testing.
- Safe work practices.
- Skill in operation of tools and equipment listed below.
- Working knowledge of computers and computer software such as word processing, spreadsheets, and inter-relational databases; modern office practices and procedures.

#### 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 a Class B Commercial Driver's License (CDL) with a Manual Transmission and Tanker endorsement and acceptable with a driving record acceptable to the District and the District's insurance carrier.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) Certification.
- Possession of, or the ability to obtain within eighteen (18) months of date of hire, a California State Water Resources Control Board (SWRCB) Water Treatment Grade I (T1) Certificate.
- Possession of, or the ability to obtain with 24 months of date of hire, a CA-NV Section AWWA Cross Connection Certificate.

##### Desired

- California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) Certification desirable.
- CWEA Collection System Operator Grade 1 (C1) 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:**

Personal computer, including word processing, spreadsheet, and database software, 10-key calculator, phone, cell phone, fax and copy machines, Itron FC 200/FC 300, Mobile collector, hand held chlorine analyzer, air tank, digging bar, assorted valve keys.

**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; 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 35 pounds.

**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.