WATER QUALITY SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of technical duties involved in the sampling and biological analysis of water quality throughout the City's water storage, treatment and distribution systems. To conduct sampling and testing from our industrial and commercial dischargers and storm runoff sites.

Supervision Received and Exercised:

Receives general supervision from the Laboratory Supervisor or from other supervisory or management staff.

Position Information:

This classification routinely samples drinking water from the City of Tempe distribution system, Water Treatment Plants, and Well Sites; and samples wastewater from the City of Tempe Wastewater Treatment Plant and Industrial and Commercial Dischargers to ensure water quality and public safety. The Water Quality Specialist complies with the monitoring requirements set by ADEQ, EPA and Maricopa County and coordinates with other City of Tempe personnel; Valley cities; and independent contractors for stormwater, new mains, main breaks and SROG.

Essential Functions:

Duties may include, but are not limited to, the following:

- Collect drinking water, wastewater, stormwater and soil samples; conduct a variety of chemical, biochemical and bacteriological tests including chlorine residual, turbidity, alkalinity, temperature, and pH; analyze samples for bacterial content;

- Operate a variety of laboratory and field equipment including pH meters, turbidimeters, colorimeters, microscopes, incubators, autoclaves, calculators and computers; prepare solutions and reagents for various chemical analyses; maintain, clean, service and repair laboratory and field equipment;

Effective November 1988
Reviewed December 1994
Revised July 2003
Revised Jan 2006 (title change)
Revised August 2010 (job duties & added examples of physical/mental activities))

- Order supplies; perform bottle inventory; dispose of samples and maintain equipment maintenance files;

- Coordinate the activities related to the ADEQ mandated drinking water monitoring and sampling program. Participate in the selection of distribution, storm and waste monitoring locations. Coordinate a schedule, draw and record sample site as built for sampling events, and schedule field visits for the needed quantity and timing of sampling with City staff and independent contractors; gather, handle, test, document, and report results for needed samples;

- Use proper techniques to ensure that all samples collected are properly preserved and identified for submittal to the laboratory for analysis;

- Conduct water quality inspections of new main connections and water main repairs to the City water distribution system for compliance with Maricopa Association of Governments (MAG) and American Water Works Association (AWWA) requirements for disinfection, detention time and water quality, following MAG requirements. Coordinate sampling times and communicate specifics of each site along with test results with City Engineer and independent contractors;

- Investigate water customer inquiries as a first-line customer service responder; schedule field visits, gather samples, conduct tests, analyze and report results, and coordinate remedial action as appropriate;

- Conduct and coordinate special projects with outside sources such as consultants, laboratories, and universities;

- Operate and maintain a vehicle; fuel and maintain proper fluid levels; report necessary repairs to appropriate maintenance staff; and operate a two-way radio;

- Maintain quality control records (chain of custody forms, logbooks, and laboratory workbooks), calculate data, enter data into a LIMS database, prepare new main inspection reports and interpret results;

- Aid in preparing the water sampling plans and write compliance reports as well as review and revise SOP's within work area;

- Communicate with supervisor, laboratory personnel, other city departments, the general public, and contractors;

- Review and research regulations, procedural updates and water quality issues to stay current on changes;

- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Two years of responsible treatment, maintenance or laboratory testing experience in water or wastewater systems. Water sampling and testing experience is preferred.

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in chemistry, bacteriology, biology or a related field. A basic working knowledge of word processing, spreadsheets and MS Access data software is desirable.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Possession of a Grade I Water Distribution System Operator's Certification from the Arizona Department of Environmental Quality (ADEQ).

Possession of a Grade I Wastewater Collection Certification from the Arizona Department of Environmental Quality (ADEQ).

Must be able to complete OSHA 40-hr Hazwoper certification with 6 months of hire.

Certified to act as an Entrant, Attendant and Permitting Supervisor under the City's Confined Space program within 6 months of hire.

Examples of Physical and/or Mental Activities:

- Heavy lifting, daily, of weights up to 100 lbs.;
- Utilize forklifts, dollies, etc. to move heavy objects up to 150 lbs.;
- Operate a city vehicles the majority of the work day;
- Operate city equipment such as a backhoe; mower; bucket truck, etc.
- Utilize power tools;
- Attend meetings;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;

- Considerable reading and close vision work;
- May require working extended hours;
- Work alone for extended periods of time;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Other physical labor essential to the classification;
- Work in confined areas;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;

Competencies:

(Pending)

Job Code: 159

Status: Non-Exempt / Classified