



City of Tempe

WATER QUALITY SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	159	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water Quality Specialist
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from the Environmental Compliance Supervisor or from other supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year of treatment, maintenance or laboratory testing experience in water or wastewater systems. Water sampling and testing experience is preferred.
<i>Education:</i>	High school diploma, GED or equivalency supplemented by specialized training in chemistry, bacteriology, biology or degree related to the core functions of this position. A basic working knowledge of word processing, spreadsheets and MS Access data software is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of a Grade 1 Water Distribution System Operator’s Certification or a Grade 1 Wastewater Collection Certification from the Arizona Department of Environmental Quality. ● Possession of, or required to obtain within six (6) months of hire a Grade 1 Water Distribution System Operator’s Certification and a Grade 1 Wastewater Collection Certification from ADEQ. ● Possession of, or required to obtain within six (6) months of hire, the OSHA 40-hr Hazwoper certification. ● Certified, or required to be certified within six (6) months of hire, to act as an Entrant, Attendant and Permitting Supervisor under the City’s Confined Space program.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

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.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- 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;
- 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;
- 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;
- 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;

- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects daily (up to 100 lbs.);
- Move heavy objects with forklifts, dollies, etc. (up to 150 lbs.);
- Operate a city vehicle the majority of the workday;
- Operate city equipment (i.e. backhoe; mower; bucket truck, etc.);
- Use power tools;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Extensive reading and close vision work;
- 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.;
- May require working extended hours;
- Work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Reviewed December 1994

Revised July 2003

Revised January 2006 (title change)

Revised August 2010 (job duties & added examples of physical/mental activities)

Revised November 2013 (change reporting relationship)

Revised January 2017 (update physical/mental activities)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)

Revised December 2022 (update min quals – experience & certifications)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Water Quality Specialist

Job Code: 159

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

ENDURANCE				
Sit		X		
Stationary / Stand		X		
Move / Traverse		X		

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*		X		
Personal Protective Equipment*				X
Fumes			X	
Computer Software			X	
Chemicals			X	

ENVIRONMENT				
Indoors		X		
Outdoors			X	
Working in or around water			X	
Extreme Heat			X	
Extreme Cold			X	
Office Setting		X		
Confined Spaces			X	
Excessive Noise**			X	
Heights			X	
Sewage Exposure			X	
Bodily Fluid Exposure			X	

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs		
51-75lbs	X	X
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs	X	X
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders	X	
Neck Range of Motion	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**