

Water Authority Position Description

WATER QUALITY SPEC COMPLIANCE

Status	Position Code	Level	Date
APPROVED	WQSC	M25	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PROTECT THE PUBLIC HEALTH BY CONDUCTING WATER QUALITY MONITORING AND PERFORMING RELATED TECHNICAL DUTIES TO ASSURE COMPLIANCE WITH DRINKING WATER, WASTE WATER, AND/OR AND WATER QUALITY REGULATIONS.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE OR TECHNICAL SCHOOL TRAINING DEGREE WITH MAJOR COURSE WORK IN PHYSICAL OR LIFE SCIENCE, CHEMISTRY, WATER UTILITY OPERATIONS, OR RELATED FIELD; PLUS, THREE (3) YEARS ENVIRONMENTAL, LABORATORY OR WATER UTILITY EXPERIENCE. MONITORING EXPERIENCE IN DRINKING WATER AND/OR WASTE WATER PREFERRED.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 WHEN ASSIGNED TO DRINKING WATER PROGRAM MUST POSSESS A STATE WATER OPERATOR CERTIFICATE LEVEL III AND OBTAIN LEVEL IV WITHIN ONE (1) YEAR
 WHEN ASSIGNED TO NPDES PROGRAM MUST POSSES A STATE WASTEWATER OPERATOR CERTIFICATE LEVEL III AND OBTAIN LEVEL IV WITHIN ONE (1) YEAR

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER-LEVEL SUPERVISORY OR MANAGEMENT STAFF.

MAY PROVIDE TECHNICAL AND FUNCTIONAL LEAD OVER SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. ASSIST AND PARTICIPATE IN COLLECTING TECHNICAL DATA ON WATER AUTHORITY OPERATIONS AND PROCESSES INCLUDING PLANT OPERATIONS. ENTER DATA INTO COMPUTER SYSTEM. EVALUATE THE DATA, AND RECOMMEND CORRECTIVE ACTIONS TO MAINTAIN COMPLIANCE WITH ENVIRONMENTAL PROTECTION AGENCY REGULATIONS.
2. COLLECT AND ANALYZE WATER SAMPLES AND FIELD DATA DIRECTLY TO ASSURE COMPLIANCE WITH SPECIFIC PROTOCOLS AND WATER QUALITY REGULATIONS. PRESERVE SAMPLES FOR SUBMITTAL TO LABORATORIES ENSURE INTERNAL WATER QUALITY STANDARDS IN WATER SYSTEM FACILITIES.
3. INTERPRET, PRESENT, AND MAINTAIN A VARIETY OF RECORDS AND LOGS OF SAMPLE COLLECTION, ANALYSES, TEST RESULTS, AND OPERATIONAL DATA, MAPS AND ACTIVITIES. PREPARE REGULATORY COMPLIANCE REPORTS.
4. INVESTIGATE, TROUBLESHOOT, AND MODIFY OPERATIONS PROCESSES AND SYSTEMS. RECOMMEND CORRECTIVE ACTION.
5. RESPOND TO INQUIRIES FROM THE PUBLIC, REGULATORY AGENCIES, CONSULTANTS, CONTRACTORS, AND VARIOUS GOVERNMENTAL ENTITIES IN A COURTEOUS MANNER. PROVIDE INFORMATION AND/OR RESOLVE COMPLAINTS IN AN EFFICIENT AND TIMELY MANNER. PREPARE BUSINESS CORRESPONDENCE.
6. MAINTAIN CHEMICAL STOCK, TRACK CHEMICAL USAGE, RE-ORDER AS REQUIRED. WRITE SPECIFICATIONS FOR CHEMICALS AND EQUIPMENT AS NEEDED. TEST CHEMICAL PERFORMANCE.
7. WRITE AND UPDATE STANDARD OPERATING JOB PROCEDURES (SOJP'S) FOR OPERATIONS. TRAIN OPERATORS ON SOJP'S AND SAFETY PROCEDURES.
8. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF ENGINEERING.

SUPPLEMENTAL FUNCTIONS

1. PROVIDE TECHNICAL ASSISTANCE TO ENGINEERING STAFF AS REQUIRED.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
3. MAY LEAD, PLAN TRAIN AND REVIEW THE WORK OF STAFF RESPONSIBLE FOR PERFORMING A VARIETY OF TECHNICAL ENGINEERING DUTIES.
4. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN WATER UTILITY OPERATIONS.

PREFERRED KNOWLEDGE

PERTINENT FEDERAL, STATE, AND LOCAL LAWS, CODES AND REGULATIONS
WATER CHEMISTRY AND MICROBIOLOGY
METHODS AND TECHNIQUES OF WATER SAMPLE COLLECTION AND LABORATORY ANALYSIS
WATER SYSTEM OPERATIONS AND/OR WASTEWATER TREATMENT PLANT OPERATIONS
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRECAUTIONS AS RELATED TO
LABORATORY TESTING AND WATER WASTEWATER UTILITY OPERATIONS
PRINCIPLES AND PROCEDURES OF DATA COLLECTION AND RECORD KEEPING
PRINCIPLES OF TECHNICAL REPORT PREPARATION
BASIC PRINCIPLES AND PRACTICES OF WATER QUALITY

PREFERRED SKILL/ABILITY

CONDUCT A VARIETY OF TECHNICAL FIELD INSPECTIONS
CONDUCT A VARIETY OF FACILITY INSPECTIONS
COLLECT AND ANALYZE TECHNICAL DATA AND RECOMMEND CORRECTIVE ACTIONS
PREPARE A VARIETY OF CLEAR AND CONCISE TECHNICAL REPORTS
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC, REGULATORY AGENCIES, CONSULTANTS, CONTRACTORS, AND VARIOUS GOVERNMENTAL ENTITIES
OPERATE A VARIETY OF COMPUTER EQUIPMENT AND SOFTWARE RELATIVE TO THE ASSIGNED AREA OF RESPONSIBILITY
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
PERFORM MATHEMATICAL CALCULATIONS

WORKING CONDITIONS

FIELD, LABORATORY AND OFFICE ENVIRONMENTS; TRAVEL FROM SITE-TO-SITE; MAY BE EXPOSED TO WEATHER, NOISE, DUST, SMOKE, FUME, GASES, HAZARDOUS CHEMICALS, AND HEIGHTS; MAY WORK IN OR WITH WATER, ON SLIPPERY OR UNEVEN SURFACES, AROUND MACHINERY, WELLS, RESERVOIRS, PITS, MANHOLES, AND/OR IN CONFINED SPACES; EXPOSURE TO COMPUTER SCREENS.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: HEAVY MODERATE OR LIGHT LIFTING, SITTING, WALKING OR STANDING FOR PROLONGED PERIODS.