

Water Authority Position Description

WATER QUALITY SPEC WATER REC

Status	Position Code	Level	Date
APPROVED	WQSP	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 WASTEWATER AND WATER QUALITY REGULATIONS.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE OR TECHNICAL SCHOOL TRAINING 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. OR BACHELOR'S DEGREE IN CIVIL, SANITARY OR ENVIRONMENTAL ENGINEERING.*

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

POSSESSION OF A NEW MEXICO WASTEWATER CERTIFICATE, LEVEL III AT TIME OF HIRE. MUST OBTAIN LEVEL IV WITHIN ONE (1) YEAR.

*CANDIDATES MEETING ALTERNATE REQUIRMENTS (DEGREE IN CIVIL, SANITARY OR ENVIRONMENTAL ENGINEERING) CAN TAKE LEVEL III CERTIFICATION EXAM WITH TWO (2) YEARS OPERATOR EXPERIENCE (PER NMED 20.7.4.22). THESE CANDIDATES MUST OBTAIN NMED LEVEL III CERTIFICATION WITHIN TWO (2) YEARS AND OBTAIN LEVEL IV WITHIN ONE (1) ADDITIONAL YEAR FOR CONTINUED EMPLOYMENT WITH ABCWUA. MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. MUST BE ABLE TO PASS RESPIRATOR FIT TEST WITHIN 30 DAYS OF HIRE AND ANNUALLY THEREAFTER.

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
WASTEWATER TREATMENT PLANT OPERATIONS
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRECAUTIONS AS RELATED TO
LABORATORY TESTING AND WATER 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.