

Water Authority Position Description

WATER QUALITY SUPERVISOR

Status	Position Code	Level	Date
APPROVED	WQSV	P27	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

SUPERVISE, PLAN, AND COORDINATE QUALITY DRINKING WATER REGULATORY COMPLIANCE REQUIREMENTS. COORDINATE INTERNAL WATER QUALITY CONTROL FUNCTIONS AND DATA COLLECTION ACTIVITIES WITH LABORATORY, ENGINEERS, AND OPERATIONS STAFF.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN WATER TECHNOLOGY, BIOLOGY, CHEMISTRY, GEOLOGY, ENGINEERING OR A RELATED FIELD, PLUS FOUR (4) YEARS REGULATORY COMPLIANCE EXPERIENCE IN A DRINKING WATER SUPPLY SYSTEM TO INCLUDE TWO (2) YEARS EXPERIENCE IN A SUPERVISORY OR TECHNICAL LEAD EXPERIENCE IN WATER QUALITY REGULATORY COMPLIANCE MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

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 WATER SUPPLY, LEVEL IV CERTIFICATE AT TIME OF HIRE

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM THE PROGRAM MANAGER/WATER QUALITY.
 EXERCISES DIRECT SUPERVISION OVER TECHNICAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. MAINTAIN KNOWLEDGE OF ALL APPLICABLE FEDERAL, STATE, AND LOCAL WATER QUALITY LAWS, ORDINANCES, AND REGULATIONS.
2. PARTICIPATE IN THE DESIGN AND IMPLEMENTATION OF WATER QUALITY DATA ACQUISITION PROGRAMS TO MONITOR COMPLIANCE WITH ALL APPLICABLE REGULATIONS AND INTERNAL WATER QUALITY FUNCTIONS FROM WATER SOURCE TO CUSTOMER TAP. SELECT SAMPLE LOCATIONS AND LABORATORY ANALYTICAL METHODS. COORDINATE WATER QUALITY DATA COLLECTION PROGRAMS WITH LABORATORY, ENGINEERING, AND OPERATIONS STAFF.
3. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
4. PLAN, PRIORITIZE, SUPERVISE, AND PARTICIPATE IN THE WORK OF WATER QUALITY STAFF AND OTHERS AS MAY BE ASSIGNED. ASSIGN PROJECTS AND PROGRAMS. REVIEW AND EVALUATE WORK PRODUCTS AND METHODS AND PROCEDURES. MEET WITH STAFF TO IDENTIFY AND RESOLVE PROBLEMS.
5. OBTAIN, REVIEW, ORGANIZE, PRESENT, REPORT, AND INTERPRET WATER QUALITY DATA. ANALYZE DATA USING STANDARD STATISTICAL TECHNIQUE AND PRESENT DATA GRAPHICALLY. UTILIZE DATA TABLES, STATISTICS, AND GRAPHICS TO PRESENT AND INTERPRET DATA.
6. ASSURE TIMELY AND ACCURATE COMPILATION OF ANALYTICAL RESULTS AND OPERATIONAL DATA FOR REGULATORY COMPLIANCE REPORTS.
7. COMMUNICATE, INVESTIGATE AND RESPOND TO CUSTOMERS REGARDING WATER QUALITY ISSUES/COMPLAINTS/INQUIRIES.
8. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES. IMPLEMENT APPROVED POLICIES AND PROCEDURES.
9. PARTICIPATE IN BUDGET DEVELOPMENT AND ADMINISTRATION. FORECAST FUNDING NECESSARY FOR EQUIPMENT, MATERIALS, TOOLS, AND SUPPLIES. MONITOR EXPENDITURES AND RECOMMEND ADJUSTMENTS AS NECESSARY.

SUPPLEMENTAL FUNCTIONS

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. MAINTAIN CURRENT KNOWLEDGE OF WATER SUPPLY INDUSTRY PROCEDURES, PRACTICES, MATERIALS, METHODS, AND ISSUES RELATED TO QUALITY OF DRINKING WATER.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

CURRENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS RELATING TO DRINKING WATER QUALITY
OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF LARGE WATER SYSTEMS INCLUDING: WATER DISTRIBUTION, PRODUCTION, STORAGE, BOOSTER PUMPS AND TREATMENT FACILITIES
PUBLIC WATER SUPPLY INDUSTRY PRACTICES AND PROCEDURES, INCLUDING APPLICABLE AMERICAN WATER WORKS ASSOCIATION STANDARDS AFFECTING WATER QUALITY
KNOWLEDGE OF CHEMISTRY AND MICROBIOLOGY AS RELATED TO DRINKING WATER QUALITY
PRINCIPLES AND PRACTICES OF LABORATORY OPERATIONS
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES AND PROCEDURES AS REQUIRED BY OSHA AND THE WATER AUTHORITY
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATIONS
PRINCIPLES OF BUSINESS LETTER WRITING AND REPORT PREPARATION
PRINCIPLES AND PRACTICES OF SAMPLE COLLECTION AND PRESERVATION
PRINCIPLES AND PROCEDURES OF RECORD KEEPING
KNOWLEDGE OF PERSONAL COMPUTERS AND SOFTWARE
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

INTERPRET AND APPLY FEDERAL, STATE AND LOCAL POLICIES, LAWS AND REGULATIONS TO ENSURE COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
OVERSEE, DIRECT AND COORDINATE THE WORK OF WATER QUALITY SPECIALISTS AND SUPPORT STAFF
ANALYZE PROBLEMS, IDENTIFY ALTERNATIVE SOLUTIONS, PROJECT CONSEQUENCES OF PROPOSED ACTIONS AND IMPLEMENT RECOMMENDATIONS IN SUPPORT OF GOALS
PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF GOALS, OBJECTIVES AND PROCEDURES
DEVELOP PROCESS MODELS AND STANDARD OPERATING PROCEDURES FOR WORK PROCESSES
PREPARE AND MAINTAIN RECORDS REGARDING APPLICABLE PROCEDURES
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING, TO PREPARE CORRESPONDENCE AND WRITTEN REPORTS
COMMUNICATE EFFECTIVELY WITH PEOPLE FROM DIVERSE BACKGROUNDS AND INTERESTS
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC
RESPOND TO EMERGENCY SITUATIONS
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE AND WATER AND WASTEWATER TREATMENT PLANT ENVIRONMENT; EXPOSURE TO NOISE, MECHANICAL AND UTILITY ROOMS, DUST, GREASE, SMOKE, FUMES, GASES;
WORK IN OR WITH WATER; WORK ON SLIPPERY OR UNEVEN SURFACES.

PHYSICAL REQUIREMENTS

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