



## Hi-Desert Water District Classification Specification

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**Job Title:** Water Quality Technician III

**Job Grade:** 12

**FLSA Status:** Non-Exempt

**Date:** January 2019

### **JOB SUMMARY**

Under general supervision performs a wide variety of technical and administrative duties related to ensuring compliance with federal and state water quality regulations; collects regulatory field samples; maintains physical records and database; reviews and analyzes water quality data; responds to consumer water quality inquiries; coordinates contract laboratory services; prepares correspondence, reports, and notifications for distribution to internal and external customers; develops, maintains, and updates water quality monitoring programs as required by state and federal regulations; prepares other reports as required by federal and state regulations; prepares and coordinates the District's annual water quality report; performs related duties as assigned.

### **SUPERVISION RECEIVED / EXERCISED**

Receives general direction from a manager. May coordinate work with and/or supervise other staff.

### **DISTINGUISHING CHARACTERISTICS**

This class is the expert level in the Water Quality Technician series with responsibility for providing expert level monitoring of water quality. Incumbents are expected to work with significant independence and have responsibility for the most difficult and complex duties.

### **ESSENTIAL FUNCTIONS** *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Tests, and monitors all District water through taking weekly water samples at district water storage facilities and wells; treating water in the distribution system, and daily operations of the District's treatment facilities.
- Records and tracks all documentation related to testing and treatment of water.
- Prepares and responds to State and Federal water quality compliance and monitoring requirements. Stays current on all compliance regulations and requirements. Responsible for implementing

changing regulations and assuring management and the Water Quality staff are apprised of changes and trained if necessary.

- Reviews and updates the District's water quality monitoring programs to comply with the District's operating permit issued by the State Water Resources Control Board Division of Drinking Water.
- Supervises, oversees, and mentors the Water Quality Technician I and II positions.
- Responds to customer inquiries and complaints about District water quality.
- Assists in maintenance, troubleshooting, and repair of motors, pumps, tanks, booster stations, and other jobs as needed.
- Provides back up to Construction and Maintenance Departments as necessary to assist in the disinfection and sampling of repaired and newly installed distribution system pipelines and appurtenances.
- Tracks, documents, and records compliance factors associated with water main shut-downs and loss of system pressure.
- Reviews and revises as needed, the District's compliance and routine sampling plans.
- Maintains material data safety sheets on all water quality related chemicals and products when applicable under federal and state standards.
- Plans and carries out District flushing and Dead-End flushing programs to maintain suitable water quality parameter.
- Responsible for completion of the annual Customer Confidence Report (CCR). Compile water quality information, create report, submit to State Water Resource Control Board's approval and distribute to customers by the annual July 1 deadline.
- Effectively operate, maintain, and repair District chlorination facilities located at wells and booster stations in the distribution system. Analyze the causes of malfunctions and repair or replace equipment as needed to put the chlorine system back online with the proper residuals in the distribution system.
- Operate and maintain District blend facilities for treatment of Nitrate and Arsenic.
- Perform routine checks on operational processes. Adjust operational parameters as needed.
- Operate pumps and related flow and pressure control and storage facilities manually or by using a Supervisory Control and Data Acquisition (SCADA) System.
- Determine and control proper chemical dosage rates for wellhead disinfection and distribution residual maintenance.
- Expert level knowledge of all water disinfection processes including water main and well, disinfection by-products, chlorination, storage reservoir disinfection
- Responds to emergency and after-hours repair service calls.
- Train and lead production operators on water quality programs, sampling and treatment.
- Handle difficult and technical assignments.
- Assist production operations as needed.

## **JOB SPECIFICATIONS**

### **Knowledge of:**

- HDWD Pumping Distribution System.
- State and Federal Laws pertaining to Water Distribution and Water Quality
- Safe Water Drinking Act and Title 22
- Water analysis, equipment monitoring, Maximum Contaminant Limits (MCL)
- Water Treatment (AWWA Standards) – disinfections, water mains, tanks, wells ionic exchange and blending.

**Skills and Abilities:**

- Prioritization and scheduling.
- Water treatment and monitoring.
- Fabrication.
- Reading and interpreting test equipment.
- Computer operation.
- Heavy equipment operation.
- District safety standards.
- Operate computer systems and software applications.
- Inspect and diagnose operating problems on pumps, electric motors, engines, valves, automatic control systems, and related equipment.
- Perform mathematical calculations related to pump flows and volumes.
- Maintains accurate records

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

**Physical Demands**

- Operates District vehicles and equipment in distribution system construction, maintenance, and repair work.
- Enters and exits a vehicle multiple times daily.
- Must be able to frequently carry, push, pull, reach, and lift equipment and parts weighing up to 100 pounds.
- Frequently stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Walks, stands and crouches on narrow, slippery, or erratically moving surfaces, or uneven terrain.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone and mobile radio for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

**QUALIFICATIONS****Education, Training and/or Previous Work Experience**

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High school diploma or equivalent.
- Minimum of ten (10) years of experience working in water distribution systems with five to seven (5 to 7) of those years working in water quality.

**License / Certificate:**

- Possession of a valid California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- Possession of a California State Water Resources Control Board Grade 3 Water Distribution Certificate.
- Possession of a California State Water Resources Control Board Grade 2 Water Treatment Certificate.
- Possession of an American Water Works Association Cross Connection Control Specialist Certificate.

**Other requirements:**

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.
- This is a safety-related position subject to the District's Drug Prevention and Employee Testing Program.