

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER QUALITY WORKER II

DATE: 07/01/2021

JOB CODE: 21763

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision, to assist the Water Quality Lead Worker in collection of water samples; monitoring water quality throughout the Department's water production distribution system; assist in backflow prevention testing and inspection; answer customer water quality complaints; conduct routine and special water system fire hydrant flushing; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Water Quality Worker II is the journey level in the Water Quality Series. Direction is received from the Water Quality Lead Worker and Supervision is received from the Water Quality Control Officer.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the public and City and Department staff and representatives of various regulator agencies encountered throughout the performance of water quality and cross connection job duties;
- Collect routine and special bacteriological samples, general physical, and chemical water samples;
- Answer customer water quality complaints;
- Assist in the inspection and testing of backflow prevention devices;
- Perform routine and special fire hydrant flushing;
- Measure depth to water levels in wells throughout the water system;
- Assist in the review of building plans for potential cross connections;
- Assist in inspection of cross connection control devices on customer premises;

- Perform EPA Superfund sampling and reporting;
- Assist with/perform fire flow testing to determine fire protection needs for current and new development;
- Monitor new pipeline construction and repair and chlorination projects and coordinate with contractors regarding sampling issues and procedures;
- Monitor and maintain the Geothermal system;
- Operate production wells and booster stations to perform sampling;
- Calibrate and troubleshoot well transducers issues and coordinate repairs with other sections as necessary;
- Operate Water Department vehicles;
- Operate valves in distribution system for backflow turn-ons and shutoffs;
- Calculate, tabulate and prepare periodic routine reports under the direction of the Water Quality Lead Worker;
- Make routine mathematical calculations;
- Maintain daily equipment, time, and material records;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- May act in the absence of the Water Quality Lead Worker;
- Maintain contact with Supervisor, Lead worker, and office staff via phone, text, and e-mail;
- Ensure assigned Department vehicles are routinely inspected for proper maintenance and safety; and
- Perform related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Basic principles of water treatment and distribution;
- Basic mathematics;
- English usage, spelling, grammar, and punctuation;
- Appropriate safety precautions and procedures;
- Basic public relations and telephone etiquette;
- Chlorination practices and procedures;
- Operational characteristics of Granular Activated Carbon (GAC), Pack Tower Air Stripping, and Ion Exchange (IX) treatment systems;

- Sampling methods, procedures, and techniques.

Ability to:

- Enforce water quality requirements with tact and diplomacy;
- Read, understand, and be able to perform technical functions;
- Make accurate mathematical calculations;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Write legibly;
- Maintain accurate records;
- Maintain filing systems;
- Lift and transport water quality and backflow prevention equipment and materials weighing up to 50 pounds;
- Routinely enter subsurface waterworks structures to collect water quality samples;
- Assist and train lower/entry level Water Quality staff;
- Act in the absence of the Water Quality Lead Worker;
- Work under moderate or high stress conditions;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier;
- Operate a computer and common office equipment/software; and
- Work overtime as needed;

MINIMUM QUALIFICATIONS

An employee within this classification may be designated as a “key responder” and as such shall be required to respond to non-normal working hour emergency operational conditions.

Education: Graduation from high school or GED/equivalent.

And

Experience: Two (2) years of water utility experience or a closely related field.

And

Certificates: Must obtain and maintain both a California State Water Resources Control Board (SWRCB) Water Treatment Operator Grade 1 certificate and a California State Water

Resources Control Board (SWRCB) Water Distribution Operator Grade 2 within 24 months of appointment to this position.

And

Possession of a valid California Class "C" driver's license required upon application. Note: For out-of-state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in the field of varying weather conditions, lift up to 75 pounds in normal duties, and work under moderate to high stress conditions. Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Quality Worker II

To: Water Quality Lead Worker

Job Description:

BOWC Approved:

7/21/1987

Rev. Approved:

6/14/1994

8/24/2004

12/05/2006

Rev. w/title chg from WU WQ Control Worker

6/22/2021

Testing Standards: App Review/Supp App Review