

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER QUALITY LEAD WORKER

DATE: 07/01/2025

JOB CODE: 1250

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 the general supervision of the Water Quality Control Officer, to maintain a water quality control program that complies with water quality monitoring standards as established by the Water Department, the State of California Water Resources Control Board (SWRCB), Division of Drinking Water, and the United States Environmental Protection Agency; monitor water quality throughout the Department's water production and distribution system; review and monitor all water quality laboratory data; maintain all water quality laboratory test information; complete all required water quality reports; administer the Department's backflow prevention device testing program; monitor water levels throughout the ground water aquifer; troubleshoot and calibrate water level transducers; Monitor and maintain the geothermal system; and perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The class of Water Quality Lead Worker is a specialized position in the water utility field. This classification directs the daily activities of the Water Quality Control Section. Supervision is received from the Water Quality Control Officer. Lead supervision is exercised over the Water Quality Control Section staff.

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, City and Department staff, and representatives of various regulatory agencies encountered throughout the performance of water quality control and cross connection control job duties;
- Plan and direct the collection of routine and special bacteriological, general physical, radiological, and chemical water quality samples;
- Plan and direct EPA Superfund sampling and reporting;
- Monitor new pipeline construction and repair and chlorination projects and coordinate with contractors regarding sampling issues and procedures;
- Perform transducer troubleshooting and calibration;

- Monitor water treatment and geothermal waste discharge to assure compliance with regulatory guidelines;
- Monitor departmental backflow prevention cross connection control program;
- Inspect customers' premises for cross connections to determine appropriate backflow prevention device requirements;
- Investigate and respond to customer water quality complaints;
- Monitor backflow acceptance tests subsequent to their installation;
- Prepare cross connections control work orders and correction notices;
- Order parts and supplies;
- Communicate water quality information with SWRCB Officials;
- Operate Department vehicles;
- Calculate, tabulate, and prepare reports;
- Make routine mathematical calculations;
- Maintain time and material records;
- Oversee the Department's flushing program;
- Assign and perform fire flow testing as required;
- Perform, or contract out, preventive maintenance on well sites and distribution system, including motors, valves, piping, and related hardware;
- Oversee and perform EPA Superfund sampling and reporting;
- Oversee and perform fire flow testing to determine fire protection needs for current and new development;
- Maintain contact with Supervisor, Lead worker, and office staff via phone, text, and e-mail;
- Assist in the training of new Water Quality Control Workers;
- Ensure assigned Department vehicles are routinely inspected for proper maintenance and safety;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- 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:

- Principles of water treatment and distribution;

- Chemistry at a basic level;
- Mathematics at an intermediate level;
- English usage, spelling, grammar, and punctuation;
- Appropriate safety precautions and procedures;
- Basic public relations and telephone etiquette.

Ability to:

- Enforce water quality requirements with tact, diplomacy, and firmness;
- 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;
- Give directions to subordinate water quality control employees in a manner which promotes employee productivity, job satisfaction, and motivation to carry out job tasks at a level of quality and performance acceptable to the Department;
- Establish and maintain effective relationships with those contacted in the course of work;
- Write legibly;
- Maintain filing system;
- Lift and transport water quality and backflow prevention equipment and materials;
- Routinely enter subsurface water works structures to collect water quality samples;
- 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 an atmospheric tester for entry into confined spaces;
- 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: 4 years of experience in water quality control and/or backflow prevention testing

And

Certificates: Must have and maintain a valid California State Water Resources Control Board, (SWRCB) Water Treatment Operator Grade 2 certificate and a valid California SWRCB Water Distribution Operator Grade 2 certificate. Must submit copies of the required SWRCB Water Treatment Operator Grade 2 certification and SWRCB Water Distribution Operator Grade 2 certification at the time of application.

And

Must obtain an American Water Works Association (AWWA) Backflow Prevention Assembly Tester certification and AWWA Cross Connection Control Specialist certification within 12 months of appointment.

Obtaining and maintaining required certification(s) is a condition of employment. Failure to obtain and maintain any required certification(s) noted within the stipulated timeframes shall be considered grounds for termination. Obtaining and maintaining certification(s) is the sole responsibility of the employee.

NECESSARY SPECIAL REQUIREMENTS

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 Lead Worker

To: Water Quality Control Officer

Job Description:

BOWC Approved:

Rev. Approved:

11/5/1974

3/19/1985

6/14/1994

12/4/2001

12/05/2006

9/25/2018

Title Chg from Tech to Lead Worker

	<u>9/24/2019</u>
Title chg from WU WQ Control Lead Worker	<u>6/22/2021</u>
Rev. Approved:	<u>6/25/2024</u>
	<u>7/1/2025</u>

Testing Standards: App Review/Supp App Review