

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER QUALITY CONTROL OFFICER

DATE: 07/01/2025

JOB CODE: 2160

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

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 direction of the Director of Environmental and Regulatory Compliance, assist in establishing and implementing water quality standards, procedures, and controls to ensure effective water sample collection and testing, treatment, and compliance with all local, regional, state, and federal regulations, laws, and programs; track, monitor, and brief Department Management on the status, content, and impacts of pending local, regional, state, and federal water quality and environmental regulations; plan, implement, direct, organize, and administer the Department's backflow/cross connection program.

DISTINGUISHING CHARACTERISTICS

The Water Quality Control Officer is a member of the supervisory class in the Environmental and Regulatory Compliance Division's supervisory series. Supervision is received from the Director of Environmental and Regulatory Compliance (ERC), and supervision is exercised over the Water Quality Control section staff and at the discretion of the Director of ERC, supervision may be exercised over other ERC Division personnel.

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 general public and City and Department staff;
- Oversee daily operations of water quality and backflow operations;
- Administer the Department's distribution/fire hydrant flushing program and fire flow testing;
- Supervise water quality and Department personnel as assigned and monitor section budget;
- Perform complex tasks to implement, maintain and comply with all water quality and environmental regulations and programs within the district or region;
- Analyze reports and recommend programs to maintain full compliance with applicable requirements in water quality;

- Prepare management reports summarizing water quality assurance activities; maintain water quality databases;
- Oversee EPA Superfund sampling and reporting;
- Oversee operation and monitoring of the Geothermal system;
- Contract with appropriate laboratories for water quality analyses;
- Initiate corrective action for procedural, product, or process deficiencies;
- Participate in DOHS field inspections and may act as company representative with DOHS and EPA as required;
- Supervise water quality personnel and other support staff as assigned; operate two-way radio;
- Interpret construction drawings; perform water quality customer service calls, troubleshoot water quality problems, and communicate verbally and in writing with customers regarding their water quality concerns;
- Use a networked personal computer using MS Windows and MS Office software;
- Establish standards of performance for each position supervised;
- Process and resolve employee grievances;
- Conduct performance evaluations and disciplinary consultations;
- Explain policies, procedures, and objectives of the unit and Water Department to staff by written directive and oral communication; review and maintain timesheets, schedule vacations, monitor sick leave usage, arrange employee assignments to cover absences;
- Responsible for the section's goals and objectives;
- Responsible for the preparation and administration of the section's fiscal budget;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
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- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA); 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:

- Principles of Basic supervision;
- Principles of water distribution systems;
- Principles of water treatment;

- Principles of backflow and cross connection control;
- Basic water chemistry;
- Terminology used in civil and water utility engineering;
- Knowledge of water utility construction and maintenance;
- Principles of traffic control safety;
- Trench excavation and shoring safety;
- Knowledge of plant/facility maintenance;
- Knowledge of water utility construction, maintenance, and operation safety precautions and procedures;
- Networked personal computers using MS Windows and MS Office Software;
- Basic public relations;
- Basic knowledge of budgeting and accounting principles;
- Basic mathematics.

Ability to:

- Communicate effectively with subordinates, peers, and superiors in oral and written English;
- Prepare oral and written reports;
- Train others in the daily technical and administrative support activities of the Water Quality section;
- Proficiently use networked personal computers using MS Windows and MS Office software;
- Work from construction plans, drawings, sketches, and specifications;
- Plan and schedule water quality/backflow assignments;
- Make arithmetic calculations with speed and accuracy;
- Interpret and apply Water Department policy;
- Understand and carry out complicated oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Be physically capable of entering permit required confined spaces and wearing Self Contained Breathing Apparatus (SCBA) equipment;
- Operate an atmospheric tester for entry into confined spaces;
- Wear protective respiratory equipment to include SCBA and personal escape respirator.

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: Successful completion of an accredited 2-year or 4-year college degree in science, engineering, environmental science, or chemistry,

Or

Experience: Equivalent work experience which would have provided the required journeyman level of knowledge, skill, and abilities involving complex work in the area of water quality/environmental engineering, regulations, and water supply operations; supervisory or leadership experience preferred.

And

Certificates: Must obtain and maintain a California State Water Resources Control Board (SWRCB) Water Treatment Operator Grade 3 certificate and a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 3 certificate within 36 months of employment.

And

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

Must be clean shaven or trimmed facial hair in order to properly use personal respirators and SCBA equipment. Must pass a respirator medical exam and be physically able to wear SCBA equipment. Must be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environment.

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.

Job Description:

BOWC Approved:	<u>7/3/2001</u>
Rev w/title chg from WU WQ Supv:	<u>10/12/2004</u>
Rev Approved:	<u>12/05/2006</u>
Rev w/title chg from WU WQ Control Officer	<u>6/22/2021</u>
Rev. Approved:	<u>6/25/2024</u>
	<u>7/1/2025</u>

Testing Standards: App Review/Supp App Review