

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER QUALITY WORKER I

DATE: 07/01/2021

JOB CODE: 21768

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 in the collection of water samples; monitor water quality throughout the Department's water production distribution system; assist in backflow prevention inspection; assist in the operation and maintenance of the Geothermal System; conduct routine and special water system fire hydrant flushing; and measure water levels throughout the Bunker Hill Basin.

DISTINGUISHING CHARACTERISTICS

The class of Water Quality Worker I is the entry level in the Water Quality Series. Direction may be received from the Water Quality Worker II and Water Quality Lead Worker; 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 general public and City and Department staff;
- Collect routine and special water quality samples adhering to approved quality assurance and quality control procedures;
- 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;

- Operate Water Department vehicles;
- Make routine mathematical calculations;
- Maintain daily equipment, time and material records;
- Assist with fire flow testing;
- Assist with EPA Superfund sampling and reporting;
- Assist with fire flow testing;
- Assist with monitoring of new pipeline construction and repair and chlorination projects and coordinate with contractors regarding sampling issues and procedures;
- Assist with monitoring and maintaining the Geothermal system;
- Operate production wells and booster stations to perform sampling;
- Assist with calibration and troubleshooting of well transducers and coordination of repairs with other sections as necessary;
- Operate valves in distribution system for backflow turn-ons and shutoffs;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- 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; 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 quality control;
- 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:

- 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;
- Lift and transport water quality and backflow prevention equipment and materials;
- Routinely enter subsurface waterworks 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 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: Water Utility experience is highly desirable.

And

Certificates: Must have and maintain a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 certificate and a California State Water Resources Control Board (SWRCB) Water Treatment Operator Grade 1 certificate. Must submit a copy of the required SWRCB Water Distribution Operator Grade 1 certification and SWRCB Water Treatment Operator Grade 1 certification at the time of application.

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 I

To: Water Quality Worker II

Job Description:

BOWC Approved:	<u>10/20/1998</u>
Rev Approved:	<u>12/4/2001</u>
	<u>12/5/2006</u>
	<u>11/06/2007</u>
Rev w/title change from WU WQ Control Worker	<u>6/22/2021</u>

Testing Standards: App Review/Supp App Review