

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER QUALITY SPECIALIST

DATE: 07/01/2025

JOB CODE: 1252

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 direction, perform technical environmental services work related to gathering, summarizing, evaluating, and reporting water quality data and assisting with implementation of water quality programs related to water supply and water quality. May assist in scheduling and verifying backflow testing, cross-connection investigations, data analyses, and compliance meetings and reporting.

DISTINGUISHING CHARACTERISTICS

The class of Water Quality Specialist is a specialized position in the water quality field. This classification will be primarily responsible for ensuring the Department maintains compliance with the State's Cross Connection Control Policy including assisting with the development of the Department's Cross Connection Control Plan, laboratory data analyses, backflow device database management, and regulatory compliance reporting of Water quality data. 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, City and Department staff, and representatives of various regulatory agencies encountered throughout the performance of water quality control and cross connection control duties;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Assist in the implementation and enforcement of cross connection control program;
- Review, research, and evaluate proposed water quality regulations and prepare water quality section reports;
- Interpret water quality data and prepare technical reports and correspondence in response to requests from regulatory agencies, Department staff, consultants, and the public;

- Perform special studies and research related to water quality as necessary;
- Attend meetings related to water quality as a Department representative and prepare meeting summaries;
- Review, summarize, and analyze complex water quality data;
- Organize and plan field inspections and surveys related to backflow prevention and cross connections;
- Reviews results of periodic backflow prevention device tests to ensure proper testing by backflow testers;
- Assist the Water Quality Control Officer and Water Quality Lead Workers in scheduling inspections with, and provide information as requested, to regulatory agencies;
- Advise property owners, backflow testers, consultants, and others, as necessary, information on backflow device compliance requirements;
- Participate in water use sites where backflow prevention assemblies are necessary; notify customers of backflow instillation(s) required; follow-up to ensure that the appropriate assemblies have been installed;
- Maintain records for backflow prevention assemblies and cross connection control program;
- Assist in preparing and tracking water quality work orders;
- Assist in orderings parts, equipment, and supplies for the Water Quality section;
- Make routine mathematical calculations;
- Track and assist in responding to customers' water quality complaints;
- Work with Customer Service and Water Utility staff in coordinating water "shut offs" for non-compliant backflow services; 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:

- Water quality regulations;
- Backflow devices;
- Analytical laboratory analyses;
- Mathematics at an intermediate level;
- English usage, spelling, grammar, and punctuation;

- Appropriate safety precautions and procedures;
- Basic public relations and telephone etiquette.

Ability to:

- Assist in enforcing water quality requirements with tact, diplomacy, and firmness;
- Read, understand, and be able to perform technical functions;
- Interpret water quality analytical laboratory reports and summarize results;
- Make accurate mathematical calculations;
- Adhere to Department rules, regulations, policies and procedures;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Write legibly;
- Maintain filing systems (electronic and paper);
- Work under moderate or high stress conditions;
- Operate a computer and common office equipment/software;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier; and
- Work overtime as needed.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree with a major in Environmental Science, Biology, Chemistry, Engineering, or related field.

And

Experience: Experience: Two (2) years' experience in potable water data analysis, regulatory compliance, backflow device requirements and cross connection controls.

And

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

OR

Education: Associate's degree with major in Environmental Science, Biology, Chemistry, Engineering, or related field

And

Experience: Three (3) years of experience in water quality control and/or backflow prevention testing

And

Certificates: Must obtain and maintain an American Water Works Association (AWWA) Backflow Prevention Assembly Tester Certification and 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 Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodation(s) for physical or mental disabilities will be considered on a case-by-case basis.

Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodation(s) for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Quality Specialist

To: Environmental Analyst

Testing Standards: App review/Supp app review

Job Description:

BOWC Approved:

6/25/2024

Revised:

7/1/2025