

JURUPA COMMUNITY SERVICES DISTRICT WATER QUALITY TECHNICIAN I/II

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.

DEFINITION

Under general supervision, performs a variety of tasks to ensure that the quality of the potable water system is maintained; coordinates the District's cross connection control program; performs related work as assigned.

CLASS CHARACTERISTICS

Water Quality Technician I: This is an entry level class in water sample collection.

Water Quality Technician II: This is a journey level class in water sample collection and will be required to perform the more skilled duties and responsibilities of this position.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Performs a variety of tasks to ensure the quality of the District's potable water system including collecting various water samples and taking to the laboratory for testing; reporting results of analysis to health agencies; keeps daily records relating to the District's water quality program; reviews water regulations and ensures that the District is in compliance. Responds to any follow up of any water quality complaints.

May review the for backflow prevention requirements for new and existing water services at the direction of the department foreman; confers with the public, developers, contractors and others to explain and discuss backflow prevention requirements; inspects backflow assemblies for correct installation to meet District requirements; verifies testing and certification as current and acceptable.

May assist with developing and implementing a periodic inspection schedule to ensure annual testing; notifies customers of need for scheduled testing; tracks responses and prepares follow-up notices for non-compliance; requests locks off water services in cases of non-compliance as necessary; records and maintains a variety of records and reports related to inspection and billings; enters and retrieves data from an on-line or a personal computer; prepares written reports and correspondence as required.

Remains abreast of current regulatory guidelines related to backflow prevention and water quality.

Assists in maintaining, collecting, compiling and completing reports for a variety of District reporting requirements such as water quality, backflow certifications and safety programs.

Operates a vehicle and a variety of hand and power tools and test equipment related to the work; observes safe work methods and safety practices related to the work.

Performs other tasks/functions deemed necessary to the daily operation of the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that as provided the knowledge, skills, and abilities necessary for acceptable job performance.

Water Quality Technician I: high school graduation or equivalent.

Water Quality Technician II: high school graduation or equivalent and three years of experience as a water quality technician.

Knowledge and Skill Levels

Considerable knowledge of methods and techniques used for water sampling and testing; equipment, tools, materials and methods used in backflow prevention device inspection, maintenance and repair and water quality testing; safety practices pertaining to field and maintenance work; shop arithmetic and record keeping practices; basic data processing applications related to the work; Federal, state and local water quality, environmental, occupational health and safety practices and regulations related to the work of a water and wastewater utility.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 60 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances; stoop, kneel, crouch, and climb; work in confined spaces; work in trenches and elevated areas.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Possession of State Department of Health Services, Water Distribution Operator Grade I, State Department of Health Services, Water Treatment Operator Grade I, AWWA, Backflow Prevention Tester Certificate is desirable for Water Quality Technician I assignments.

Possession of the following Certificates; State Department of Health Services, Water Distribution Operator Grade II; State Department of Health Services, Water Treatment Operator Grade II; AWWA, Cross Connection Control Program Specialist Certificate and Backflow Tester Certificate, cross connection specialist desirable for Water Quality Technician II assignments.

Must meet CAL-OSHA respiratory facemask requirements.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

FLSA / NON EXEMPT

Range 64 \$3743 - 4550

Range 104 \$4000 - 4862

1300 Admin/job descriptions reviewed 0208