

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Water Quality Technician	Job Family: 6
General Classification: Front-Line	Job Grade: 25

Definition: To oversee, participate in, and administer the City's Water Quality Monitoring and Water Quality Assurance Programs and ensure compliance with all local, State, and Federal policies, rules, regulations, and laws as they relate to water quality.

Supervision Received and Exercised: Receives general supervision from the Water Quality Supervisor and receives technical and functional supervision from the Utilities Services Manager and Water Superintendent.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Answer inquiries from the public; respond to, record, and track water quality complaints.
2. Design a sampling plan; develop a yearly schedule for water testing.
3. Collect timely samples from City wells, additional supply sources, and the water distribution system, and other samples as required. Keep accurate and current operational water quality records on computerized spreadsheets and submit required reports.
4. Perform weekly bacteriological, general physical, and special water samples and analyze results to ensure water quality is within State guidelines.
5. Prepare and evaluate City contracts for outside laboratory analytical services.
6. Analyze and perform mathematical calculations and statistical analysis of test results, such as calculating dosages, confirming chemical strength, and adjusting feed rates and pressures.
7. Maintain detailed and accurate records of tests conducted and their results.
8. Coordinate the preparation and review of the City's annual water quality report; prepare and submit all State and County monthly, quarterly, and annual reports.
9. Ensure compliance with all Federal, State, and local laws, rules, regulations, and guidelines pertaining to potable and recycled water quality standards testing, reporting, and record keeping.

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10. Meet and coordinate with outside agencies regarding water quality legislation and regulations; research and review existing and proposed Federal, State, and local environmental regulatory requirements pertaining to water quality.
11. Monitor water quality and water sampling operation trends. Develop recommendations and implement procedures to improve water quality and water sampling operations.
12. Review specifications for equipment and maintenance.
13. Troubleshoot customer complaints and direct special investigations in water, recycled water, and process control.
14. Participate in negotiations with consultants and contractors for environmental requirements on City projects; review and comment on water quality-related reports by consultants; manage and coordinate special projects conducted by consultants or City staff.
15. Participate in the City's cross-connection control program.
16. Maintain records on well production and groundwater levels.
17. Observe contractors in the field on sampling days to verify that samples are collected and handled according to established guidelines.
18. Coordinate, prepare, and review operational and water quality reports from laboratory analysis and collected field data, including the City's Public Health Goals Report, Water Quality Monitoring Plan, and all required local, State, and Federal water quality plans and reports.
19. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: California water rights; water quality treatment and technology; treatment processes; water quality sampling technology; quality control and quality assurance principles and practices; general principles and practices of modern chemistry, bacteriology, and microbiology as applied to water treatment and analysis; water quality regulations and laws (i.e., Safe Drinking Water Act, Clean Water Act, Porter-Cologne Act, Title 17, Title 22, and NPDES requirements); computer systems and software applications related to water quality, such as LIMS, SCADA, and relational databases; water quality instrumentation and equipment, treatment processes control systems; general principles, procedures,

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and methods within potable and recycled water distribution systems; general principles and practices of cross-connection control; analytical laboratory procedures; mathematics as used to analyze test results and to perform a variety of analysis in water treatment; operation of personal computers and software (i.e., word processing, spreadsheet, and database programs).

Ability to: Set priorities and exercise independent judgment; analyze complex data and reports and draw sound conclusions; assemble data and then prepare clear, concise, and accurate reports and correspondence; establish water sampling operations and procedures; review specifications for water quality equipment; conduct field sampling and analysis; coordinate and participate in the collection, interpretation, and evaluation of water quality data; keep detailed records accurately and neatly; establish and maintain effective working relationships with City staff, consultants, and the general public; communicate clearly and concisely, both orally and in writing; and operate a personal computer using computer software programs.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of increasingly responsible and varied paraprofessional/technical experience in water quality control, treatment, operations, and/or distribution; completion of the 12th grade. An associate of arts or science degree or the completion of college course work in chemistry, biology, bacteriology, environmental science, or a related field is highly desirable.

Required Licenses or Certificates: Possession of a valid California Class C Driver License. Possession of a valid Water Distribution Grade 3 Certification and a Water Treatment Operator Grade 2 Certification issued by the California Water Resources Control Board (CWRCB) at time of appointment.

Established: August 1995

Revised: June 2017

HRD/CLASS SPECS

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