

**CITY OF SALEM
WATER QUALITY SPECIALIST**

00104
20104
40104

NATURE OF WORK

This is technical work in the collection and documentation of domestic drinking water samples, maintenance of compliance schedules, and identification of trends and causes in maintaining water quality as required by the Safe Drinking Water Act.

This classification is responsible for insuring adequate mapping and appropriate distribution of sample locations through out the water distribution system. Work may involve coordination of water distribution system activities relating to water quality such as flushing schedules and/or reservoir cleaning projects. This classification will coordinate work with various clerical and technical staff to insure maintenance of computerized data bases and timely data entry of water quality data. Work may be performed as a lead employee providing direction to other employees or providing to training employees in the areas of expertise of the classification. However, full supervision of other employees is not a requirement of this classification.

This classification is distinguished from the Utility Inspector by the absence of enforcement responsibilities. This classification is distinguished from other maintenance classifications by the required technical knowledge in identifying water quality trends.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all essential duties listed and many positions will involve essential duties which are not listed.)

Investigates customer complaints regarding water quality obtaining specific information concerning color, odor, clarity and location. Collects water samples for bacteriological and chemical analysis. Transports samples to laboratory for testing. Reviews technical test results to identify concerns, trends, sampling errors, etc. Discusses results with supervisor as appropriate and may report laboratory analysis to complainant with recommendations for corrective measures as directed by supervisory staff.

Collects samples in compliance with the requirements of EPA and the State of Oregon mandated sampling programs. (Bacteriological, lead, trihalomethanes, turbidity, organic compounds, etc.) Performs routine

field tests for chlorine and fluoride residuals and other water quality parameters as necessary.

Responsible for analysis of water at selected locations to determine compliance with disinfection requirements of the Surface Water Treatment Rule. Where tests show non-compliance, investigates potential non-polluting reasons for test results such as poor test sample, etc. Identifies potential trends of non-compliance and recommends alternatives to correct non-compliance to supervisor.

Writes correspondence and prepares reports regarding water quality to both the general public and regulatory agencies as assigned by supervisory staff. Reports to regulatory agencies must comply with those agency's requirements concerning information reported and format parameters.

Organizes and maintains water quality and system operation records, files and reports in accordance with Retention Manual requirements. Operates personal computers utilizing computer data bases, word processing systems or spreadsheets to enter and extract information.

Coordinate testing and analysis efforts with the Willow Lake Laboratory or other contracted laboratory services on collection of special water samples as it relates to technique, storage and transportation.

Performs other related work as required.

WORK QUALIFICATIONS

Experience related to water quality monitoring; a two year college degree in biology, chemistry, or related fields; or a combination of education, training, and experience which demonstrates the following knowledges, skills, and abilities:

Considerable knowledge of practices and techniques of water quality sampling.

Knowledge of legal requirements and regulations applicable to water quality sampling particularly the Safe Drinking Water Act.

Considerable skill in the use of modern office equipment and keyboarding skills in access information in computer systems and entering technical information.

Thorough ability to follow complex sampling procedures and interpret technical laboratory results.

Ability to read maps, locate features, and interpret plans and diagrams.

Ability to interpret and apply City, State, and Federal policies, rules and regulations and to assist in developing programs to meet the requirements.

Ability to independently schedule and organize work assignments to ensure timely and effective completion.

Ability to communicate effectively, both orally and in writing; follow oral and written instructions.

Ability to establish and maintain positive work relationships with co-workers, regulatory agencies, and the general public.

Possession of a valid Oregon driver's license or Class C driver's license and ability to meet City driving standards or alternate means of moving from one field site to another efficiently.

Possession of a valid State of Oregon Water Distribution Class II Certification (or be able to obtain within 12 months).

Work is performed both in the field and office settings. Field work involves work in all forms of weather, moving between low and high locations from towers to sub-terrain sites, and moving objects from vehicles to field sites and back. Work is performed in heavy traffic, fields, and ditches.

PERSONNEL DIRECTOR