

WATER QUALITY LEAD WORKER

Definition:

Under direction, performs the most difficult and complex technical and general water quality and cross-connection tasks; oversees and monitors the City's water conservation program; analyzes a variety of water related data; conducts on-site water quality inspections; provides functional direction and training to less experienced staff; and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Collects water samples from water pipe sampling taps and other sources as needed.

Prepares and reviews monitoring and compliance reports; submits reports to local, state, and federal agencies, in conjunction with the Water Quality Supervisor.

Investigates water conservation and water waster complaints from the public.

Provides support to the Water Quality Supervisor in overseeing the City's cross-connection program.

Leads and trains assigned personnel.

Operates a personal computer to input a variety of data and generate annual inspection notices.

Updates backflow device accounts and maintains backflow device files.

Organizes, plans and physically conducts field inspections and surveys.

Assists with inspections and provides information to the Orange County Health Care Agency and the California Department of Health Services.

Oversees conservation outreach efforts to the public.

Reviews results of backflow prevention device tests to ensure proper testing.

Writes, reviews, analyzes and prepares a variety of records, contracts, reports, correspondence and other data.

Makes oral and written presentations.

Lifts and moves water pipe pieces/fittings and related items weighing 30 pounds or less.

Assists with preparation of water quality reports and conservation.

Participate in water conservation outreach events that may be scheduled outside of normal working hours.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

This is the advanced journey-level classification in the Water Quality series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services and complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class is distinguished from the Water Quality Supervisor in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

Bargaining Group: FMEF

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Principles of providing functional direction and training.

Water quality testing methods to include water chemistry.

Water distribution systems.

Hydraulics and plumbing systems to include plumbing techniques, practices, methods and materials.

Intermediate math to include routine engineering/water quality calculations.

Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.

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Agency and mandated safety rules, regulations, and protocols.

Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.

The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

AND

Ability to:

Plan, organize, and coordinate the work of assigned staff.

Effectively provide staff leadership and work direction.

Read and interpret engineering drawings and maps.

Interpret current drought conditions and information provided by state regulatory agencies.

Physically collect water samples and investigate water quality complaints in the field.

Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local policies, laws, and regulations.

Prepare clear and concise reports, correspondence, documentation, and other written materials.

Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.

Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Handle job stress and maintain composure when interacting with others.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

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Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree from an accredited college or university in water science or a closely related field to include course work in general chemistry, biology and mathematics is preferred.

AND

Four (4) years of increasingly responsible experience in water system work, water quality, cross-connection inspection, and/or conservation programs preferred, or two (2) years of experience equivalent to a Water Services Technician at the City of Fullerton.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Possession of or ability to obtain within 12 months of appointment to this position a Backflow Tester's Certificate as issued by the Orange County Health Care Agency.

Valid and appropriate Water Treatment and/or Distribution Operator Certificates, depending on area assigned, is required to be obtained within 12 months of appointment and maintained throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment and outdoors when inspecting water related sites. When work is performed outdoors, there may be exposure to the elements. The incumbent drives a vehicle on City business, stands and walks on level, uneven and/or slippery surfaces, reaches, bends, climbs stairs and inclines, kneels, and crouches. When inspecting water related sites the incumbent lifts and moves water pipes/pipe fittings weighing 30 pounds or less and may be exposed to construction hazards, equipment and materials to include grease, fumes, dust, machinery and chemicals used in the water industry to include chlorine, ozone and ammonia. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Established December 2023

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