



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## WATER QUALITY SPECIALIST

<b>Group-Section:</b> Water Systems Operations Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 48 <b>Job #:</b> YA101
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### JOB SUMMARY

This is the journey level position performing Water Quality Specialist job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

### OVERSIGHT

**Supervision Received:** The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Supervision Given:** May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Conducts and monitors water quality studies.
2. Analyzes federal and state drinking water regulations and assists with implementation.
3. Develops process design criteria and documentation used for treatment plant upgrades and expansions.
4. Prepares engineering design drawings and specifications to ensure compliance with existing or pending water quality regulations.
5. Participates in start-up of new facilities to ensure water quality compliance.
6. Researches treatment changes required for new water sources. Researches alternative sources of water supply.
7. Conducts source water protection research, studies, and other related activities.

8. Assists with analyses of proposed water quality legislation.
9. Prepares correspondence, analyses, calculations, reports and other materials.
10. May participate on a project team.
11. Performs emergency response duties.
12. Assists with developing and administering professional services agreements.
13. Performs other related Water Quality Specialist job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field and four years relevant experience; or Master's degree from an accredited college or university in a related field and two years relevant experience.

**Required Knowledge of:** Biology, Microbiology, Chemistry, Engineering, or related science; drinking water regulations; source water protection; water conveyance and distribution systems; water treatment processes; mathematics; health and safety requirements; and current office technology and equipment.

**Required Skills and Abilities to:** Make presentations; perform calculations; use spreadsheets; apply safe work practices; read and understand contract specifications, and drawings; analyze; plan and organize work; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position will be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Vision Requirements:** No special vision requirements.