



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSISTANT WATER QUALITY SPECIALIST

Group-Section: Water Systems Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 38 Job #: YA99
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JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

OVERSIGHT

Supervision Received: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Supervision Given: None

JOB DUTIES

1. Learns and assists with conducting and monitoring water quality studies.
2. Learns to analyze federal and state drinking water regulations.
3. Learns and assists with developing process design criteria and documentation used for treatment plant upgrades and expansions.
4. Learns and assists with preparing engineering design drawings and specifications to ensure compliance with existing or pending water quality regulations.
5. Assists with gathering information and collecting samples for the start-up of new facilities to ensure water quality compliance.
6. Learns and assists with researching alternative sources of water supply and treatment changes.
7. Learns and assists with conducting source water protection research, studies, and other related activities.

8. Learns and assists to prepare correspondence, analyses, calculations, reports and other materials.
9. May participate on a project team.
10. Learns and assists with emergency response duties.
11. 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.

Required Knowledge of: Biology, Microbiology, Chemistry, Engineering, or related science; relevant safety practices; mathematics; and current office technology and equipment.

Required Skills and Abilities to: Perform calculations; use spreadsheets; apply safe work practices; analyze; plan and organize work; 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.

Job Title: Assistant Water Quality Specialist

Job Code: YA99

Adopted: 03/11/13

Revised:

Supersedes:

Page 2

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.