



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR WATER QUALITY SPECIALIST

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 53 Job #: YA102
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JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews 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. Leads, conducts, and monitors water quality studies.
2. Oversees, analyzes, and implements federal and state drinking water regulations.
3. Leads and develops process design criteria and documentation used for treatment plant upgrades and expansions.
4. Reviews 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. Leads, researches, and recommends treatment changes required for new water sources. Researches and recommends alternative sources of water supply.
7. Leads and conducts source water protection research, studies, and other related activities in cooperation with federal, state and local agencies.
8. Analyzes proposed water quality legislation and provides recommendations.
9. Reviews and prepares correspondence, analyses, calculations, reports and other materials for accuracy.
10. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
11. Performs emergency response duties.
12. Develops, negotiates and administers professional services agreements; oversees the work of vendors, consultants and contractors.
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 six years of relevant experience; or Master's degree from an accredited college or university in a related field and four years relevant experience; or Doctorate'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; project management; 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; manage projects; negotiate; 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; lead and train; 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

Job Title: Senior Water Quality Specialist

Job Code: YA102

Adopted: 03/11/13

Revised:

Supercedes:

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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.