



City of Tempe

WATER QUALITY SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	159	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$22.170673
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$29.930288
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water Quality Specialist
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Technicians

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
 Receives general supervision from the Environmental Compliance Supervisor or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of treatment, maintenance or laboratory testing experience in water or wastewater systems. Water sampling and testing experience is preferred.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by specialized training in chemistry, bacteriology, biology or degree related to the core functions of this position. A basic working knowledge of word processing, spreadsheets and MS Access data software is desirable.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Must possess and maintain a valid driver’s license. ● Possession of a Grade I Water Distribution System Operator’s Certification from the Arizona Department of Environmental Quality (ADEQ). ● Possession of a Grade I Wastewater Collection Certification from the Arizona Department of Environmental Quality (ADEQ). ● Must be able to complete OSHA 40-hr Hazwoper certification with 6 months of hire. ● Certified to act as an Entrant, Attendant and Permitting Supervisor under the City’s Confined Space program within 6 months of hire.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of technical duties involved in the sampling and biological analysis of water quality throughout the City's water storage, treatment and distribution systems. To conduct sampling and testing from our industrial and commercial dischargers and storm runoff sites.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Collect drinking water, wastewater, stormwater and soil samples; conduct a variety of chemical, biochemical and bacteriological tests including chlorine residual, turbidity, alkalinity, temperature, and pH; analyze samples for bacterial content;
- Operate a variety of laboratory and field equipment including pH meters, turbidimeters, colorimeters, microscopes, incubators, autoclaves, calculators and computers; prepare solutions and reagents for various chemical analyses; maintain, clean, service and repair laboratory and field equipment;
- Order supplies; perform bottle inventory; dispose of samples and maintain equipment maintenance files;
- Coordinate the activities related to the ADEQ mandated drinking water monitoring and sampling program. Participate in the selection of distribution, storm and waste monitoring locations. Coordinate a schedule, draw and record sample site as built for sampling events, and schedule field visits for the needed quantity and timing of sampling with City staff and independent contractors; gather, handle, test, document, and report results for needed samples;
- Use proper techniques to ensure that all samples collected are properly preserved and identified for submittal to the laboratory for analysis;
- Conduct water quality inspections of new main connections and water main repairs to the City water distribution system for compliance with Maricopa Association of Governments (MAG) and American Water Works Association (AWWA) requirements for disinfection, detention time and water quality, following MAG requirements. Coordinate sampling times and communicate specifics of each site along with test results with City Engineer and independent contractors;
- Investigate water customer inquiries as a first-line customer service responder; schedule field visits, gather samples, conduct tests, analyze and report results, and coordinate remedial action as appropriate;
- Conduct and coordinate special projects with outside sources such as consultants, laboratories, and universities;

- Operate and maintain a vehicle; fuel and maintain proper fluid levels; report necessary repairs to appropriate maintenance staff; and operate a two-way radio;
- Maintain quality control records (chain of custody forms, logbooks, and laboratory workbooks), calculate data, enter data into a LIMS database, prepare new main inspection reports and interpret results;
- Aid in preparing the water sampling plans and write compliance reports as well as review and revise SOP's within work area;
- Communicate with supervisor, laboratory personnel, other city departments, the general public, and contractors;
- Review and research regulations, procedural updates and water quality issues to stay current on changes;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects daily (up to 100 lbs.);
- Move heavy objects with forklifts, dollies, etc. (up to 150 lbs.);
- Operate a city vehicles the majority of the work day;
- Operate city equipment (i.e. backhoe; mower; bucket truck, etc.);
- Use power tools;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Extensive reading and close vision work;
- Work in confined areas;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- Work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Reviewed December 1994</i> <i>Revised July 2003</i> <i>Revised Jan 2006 (title change)</i> <i>Revised August 2010 (job duties & added examples of physical/mental activities)</i> <i>Revised November 2013 (change reporting relationship)</i> <i>Revised January 2017 (update physical/mental activities)</i> <i>Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)</i></p>