

WATER QUALITY COORDINATOR

DEFINITION

Under direction of the Water Resources Manager, plans, organizes, and directs the Water Quality Unit responsible for protection of the domestic water system.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Provides direct supervision of the Water Quality Supervisor and general supervision over the meter and cross-connection programs, as well as the Underground Service Alert (USA) program. Supervises the monitoring of water quality from source to customer's premises, to ensure compliance with all pertinent federal and state regulations. Supervises the water quality unit responsible for the protection of the domestic water system. Tracks, evaluates and writes analyses of proposed and pending federal, state, and local legislation that affect water quality and supply. Supervises the City's water metering practices to ensure maximum revenue return and provides for prompt response to customer inquiries. Supervises the cross-connection program to prevent unprotected connections between potable and non-potable water supplies. Supervises the Underground Service Alert (USA) program to ensure safe digging practices. Develops and coordinates water conservation programs. Monitors the locating of underground distribution facilities. Analyzes data and writes technical reports/draft regulations and Requests for Council Action pertaining to water quality and conservation practices. Plans and implements a public education program to increase community awareness of water conservation needs. Prepares brochures, flyers, and other information resources on annual water quality reporting and water conservation; gives information presentations to business and community groups. Uses standard modern office equipment and computer software applications relevant to the effective preparation of reports, flyers and other documents. May serve as the City's representative on regional and local water agency advisory committees. Performs other duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a single position supervisory classification in the Water Resources Division. The incumbent supervises the Water Quality Supervisor and performs a variety of staff assignments in support of the Water Resources Manager.

RECOMMENDED MINIMUM QUALIFICATIONS

Four years of progressively responsible experience in the supervision and monitoring of a large domestic water system supplemented by pertinent college-level courses, or any equivalent combination of experience and education which provides the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles, practices and facilities of a domestic water system, including production, distribution and supply; water quality constituents and regulations as developed under the federal Safe Drinking Water Act; cross-connection regulations as specified under Title 17 of the California Administrative Code; regulations pertaining to locating underground facilities; urban water management and conservation practices, including methods of water reclamation/re-use; principles and practices of supervision.

Ability to: supervise, train and evaluate the work of subordinates; express ideas concisely, both orally and in writing; gather/analyze data and draw sound conclusions; write comprehensive reports, Requests for Council Action, draft regulations and informational brochures; make informational presentations to governmental agency and community groups; establish and maintain working relationships with supervisors, subordinates, other regional/local water agencies/advisory groups, water customers, and members of the public.

Skill in: the use of standard office equipment such as personal computers, and computer software applications relevant to the preparation of reports, brochures and other documents.

SPECIAL REQUIREMENTS

Must possess and retain a valid California Class "C" driver's license. Must possess and retain a valid Grade II or higher Water Treatment Certification as issued by the State of California Department of Health Services. Continued employment in this classification is contingent upon successful completion of probation and successful completion of the testing process for the State of California Department of Health Services Water Distribution Certificate (WDC) - Grade 3 within eighteen months of the hire date. Incumbents must retain a valid WDC – Grade 3 during tenure in this classification.

SPECIAL WORKING CONDITIONS

May be required to work evenings and weekends as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is an effective supervisor and team builder, who develops top performance capabilities in his or her staff. A well-organized self-starter, this individual manages competing priorities within strict deadlines. He or she is dedicated to quality service and customer responsiveness, and is committed to achieving the City's water quality and conservation goals.

Class title established per Council Resolution No. 90-063,
effective 7-1-90

Class Specification Review and Approved: 1/94

Class Specification Revised: 12/01

ADA Approved: 04/02