

CITY OF LOS BANOS

Job Description

POSITION TITLE	WATER QUALITY SPECIALIST
DEPARTMENT	PUBLIC WORKS
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	SUPERVISORY

DEFINITION

Performs a variety of skilled, technical, supervisory, and administrative work in the planning, construction, operation, maintenance, repair and replacement of municipal water systems and in implementing and enforcing the City's industrial standards.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the Public Works Operations Manager. Exercises direct supervision over assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Plans general policies and procedures governing water treatment and distribution system repairs and operation and sees that they are followed.
- Develops standard procedures to guide employees in the department in doing the assigned work.
- Reviews work reports of employees assigned; makes regular and frequent inspections of work in the field; advises and directs assigned employees in the improvement of work processes and procedures.
- Reviews and approves work orders, requisitions, departmental invoices, and daily work layout of water treatment and distribution.
- Prepares proposals for water system improvements, makes cost estimates; submits annual budget proposals and proposed work programs for the water system to the Operations Manager.
- Develops and maintains training schedules for assigned employees, prepares performance reports and other evaluations.
- The ability to plan, lay out, coordinate, inspect, and schedule the work of assigned employees engaged in maintenance and repair of water treatment and distribution repair operations.
- Perform hard physical labor in adverse weather conditions.
- Build and maintain a positive working relationship with co-worker, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Materials, methods and practices essential to the construction, maintenance and repair of the water treatment and distribution system.
- Safety practices associated with water production and delivery systems.
- Principles and practices of civil engineering as applied to water treatment and distribution system construction, maintenance and repairs.

Ability to:

- Operate a variety of power construction and maintenance equipment used in the department.
- Work outside of normal duty hours, on weekends, or on holidays due to emergency response, workload requirements, or other circumstances.
- Serves on various employee or other committees as assigned.
- Oversees and performs water quality testing associated with production wells and the distribution system.
- Performs customer service related to water quality and distribution inquiries with analysis and response.
- Evaluates subordinates work related to water delivery.
- Oversees water meter system.
- Oversees and performs functions related to the City's Supervisory Control and Data Acquisition (SCADA) system of water distribution.
- Performs other job-related duties as assigned.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Must possess a valid California Class B driver license.
- Must possess a State of California Water Treatment Operator Certificate Grade 2 or above and State of California Water Distribution Certificate Grade 3 or above.

DESIRED QUALIFICATIONS

- Bachelor's degree in Environmental Science, Public Health, Civil Engineering Technology, Water Treatment, or related field.
- Six (6) years experience relating to water treatment.

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