



CRESCENTA VALLEY WATER DISTRICT

WATER QUALITY SPECIALIST

SUMMARY DESCRIPTION

The Water Quality Specialist (WQ) position is responsible for assisting in planning, organizing, and directing the work related to water quality data monitoring, sample collection and reporting, conservation tracking and reporting, program management for water, wastewater collections, and other enterprises, research and evaluation of proposed regulations, and evaluating and implementing databases and other tools for effective asset management. Under general supervision of the System Operations & Telemetry Manager, the WQ assists in planning and evaluating program standards and performance, and where applicable, developing staff. The WQ will also participate in activities supporting the future of efficient water production, water quality, and telemetry activities, most notably through evaluating and implementing asset management tools.

This position requires a person who can work creatively, resourcefully, and independently. They will be deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to assist in implementing the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, and promoting communication and collaboration across departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist with planning, organizing, developing, implementing, and monitoring short and long-term Strategic Plan goals and other plans;
- Assist with building, implementing, and providing training and leadership for processes that promote efficacy and efficiency for the position's primary areas of focus: water quality data monitoring, conservation data and reporting, collection and reporting, asset management planning and development, program management for water, wastewater collections, and other enterprises, research and evaluation of proposed regulations;
- Provide input for maintaining standards for system operations and telemetry staff representing the District in the office and the field, responding to and resolving difficult and sensitive customer inquiries and complaints;
- Provide secondary support for system operations, cross connection, telemetry activities and issues;
- Assist in overseeing consultants in project execution;
- Carry duties out with considerable independence within the framework of CVWD's policies and values statement.
- Assist in investigating water quality complaints in the field and determines course of action needed.

OTHER DUTIES AND FUNCTIONS

- Collaborate across departments in developing and implementing the District's Strategic Plan and associated goals and objective, in accordance with the District's Values Statement;
- Participate in and provide guidance for the development and implementation of the District's Emergency Response Plan;
- Assist in overseeing planning, scheduling, monitoring, etc. of programs;
- Participate in the development and monitoring of the System Operations & Telemetry department budget, forecasting funds needed for staffing, equipment, materials and supplies, and major expenditures such as heavy equipment, recommending adjustments as necessary;
- Attend and participate in professional group meetings;
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Principles of modern water quality standards, practices and regulations;
- Principles and practices of risk management;
- Database development and management;
- Methods and techniques for monitoring, researching, and reporting on legislative developments, comment periods, and legislation pertaining to water quality, water delivery, and wastewater collections;
- Asset management methods and principles;
- Safety procedures and regulations, safe work practices, and safety equipment;
- Use of, and where applicable, implementation of new software and associated updates;
- Principles of business letter writing and report preparation;
- Principles and procedures of record keeping and file management;
- Pertinent Federal, State and local laws, codes, and regulations; and

Ability to:

- Be an effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Accurately assemble and interpret water quality and conservation data;
- Identify project and program needs and exercise initiative in carrying out assignments;
- Represent the District with a combination of transparency, diplomacy, persuasiveness, discretion, and tact, as appropriate;
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Demonstrate flexibility in considering approaches to various issues;
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education:** Bachelor's degree in chemistry, water technology, management science, public administration, or related field is preferred.
- **Experience:** A minimum of three (3) years of experience in public water and/or wastewater systems, including one (1) year with water quality and associated regulations.
- **Driver License:** Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.
- **State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates:** Possession of a D2 and/or T2 or higher is desirable.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Standard office setting; exposure to computer screens; extensive interaction with District staff and the public. Up to 10% to 20% work time spent outside and exposed to the sun.
- **Physical:** Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- **Hearing:** Hear in the normal audio range with or without correction.
- **Hours:** Irregular or extended work hours are occasionally required.

The District is an Equal Opportunity Employer.