

CITY OF HEMET

Class Code: 6320
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WATER QUALITY & CONSERVATION SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction, coordinates the administration of the City's Water Conservation Plan; promotes public awareness of water services and conservation; performs and administers the water quality testing and monitoring program; schedules customer service crew duties and work assignments; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Water Quality Conservation Specialist is the lead class responsible for a wide variety of activities related to water quality and conservation programs. Incumbents promote conservation by drafting press releases, developing and preparing conservation kits and making presentations to a variety of public groups and associations. Additional responsibilities include administering water quality and testing programs. This classification is distinguished from the next higher classification of Water/Wastewater Supervisor in that the latter is responsible for overall supervision of the City's water production and conservation programs.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the Water/Wastewater Superintendent. Leads and provides training for assigned customer service personnel.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics:

Takes water samples as required by regulatory agencies for laboratory analysis; conducts field testing using portable equipment; ensures proper maintenance of distribution system for water quality; inputs sampling data into automated systems; compiles required data for reports to regulatory agencies; maintains both manual and computerized data regarding water quality; responds to and monitors all construction of new mains and major repairs of existing mains to determine that proper chlorination and bacteriological sampling procedures are followed.

Coordinates and administers the City's Water Conservation Plan; drafts and distributes press releases, pamphlets, brochures, and other materials related to water services and conservation measures; makes presentations to a wide variety of community based organizations including schools, service clubs, and homeowner associations; works with community groups in the development, implementation, and coordination of water conservation programs; investigates violations of the City's Water Conservation Ordinance; determines facts and makes recommendations; maintains records and files of violations.

Leads, reviews, and performs the work of staff responsible for customer service and reading meters; ensures regular reading of meters; inventories and orders supplies necessary for program operations; develops and implements crew assignments; inspects and reviews work methods, performance, and quality of work performed; conducts safety and training meetings; provides input and recommendations on employee evaluations; works with customers on high water usage/billing issues.

Responds to questions, concerns, and emergency calls from the general public regarding water quality; makes recommendations and/or takes appropriate action to resolve issues and problems; responds to inquiries about department policies, rules, regulations, and City ordinances, establishes and maintains a customer service orientation within the work unit.

Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials, and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.

Establishes positive working relationships with representatives of community organizations, state/local agencies, City management, staff, and the public.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when working at a computer, performing service water connection duties and operating assigned equipment. The need to lift, carry, and push tools and equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot, and cold. The nature of the work also requires the incumbent drive motorized vehicles.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of operational characteristics of municipal water systems; procedures, equipment, and materials used in the chlorination and sampling of domestic water systems; principles and practices of cross-connection control systems; principles and practices of public and community relations; methods and techniques for water conservation; applicable federal, state and local laws, codes, and procedures; methods and techniques of leading, training, and motivating assigned crews; proper methods of traffic control and delineation; principles of mathematics and record keeping; occupational hazards and standard safety practices.

Skill to operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of equipment, tools, and vehicles in water conservation and quality activities.

Organize and implement an effective water conservation program; deal effectively with media, community groups, and the public; conduct research and perform analysis; recommend improved water conservation measures; maintain accurate records; read and interpret charts and gauges; organize and lead the work of subordinate staff; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

QUALIFICATIONS GUIDELINES

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Water Quality & Conservation Specialist. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in water quality or conservation activities, and a high school diploma or equivalent. Some college course work in water quality, water distribution and backflow control are highly desirable.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of a valid Class "C" California Driver's License, and maintain a satisfactory driving record. Possession of a Grade II Water Distribution Certificate, issued by the California Department of Health Services. Possession of a Grade I Treatment Certificate, issued by the California Department of Health Services. Possession of a Water Use Efficiency Practitioner Certificate, issued by the American Water Works Association.