



JOB DESCRIPTION

TITLE: LEAD WATER QUALITY TECHNICIAN
STATUS: Union/FLSA Non-Exempt
GRADE: Grade 15

JOB SUMMARY:

Responsible for leading, scheduling, training, assigning and performing the work of Water Quality Technicians and the Water Quality Technician Assistant; Leads the testing, chlorination, sampling, and flushing of the District's water supply, and distribution system. Oversees the District's Cross Connection Control Program to prevent water supply contamination through hazard analysis, and by maintaining a cross connection database. Prepares reports and assists with budget preparation as directed.

REPORTING RELATIONSHIPS:

This position reports to the Water Quality Field Operations Manager. This position provides work assignments and direction to Water Quality Technicians and Water Quality Technician Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Leads, directs, and assigns work to Water Quality Technicians and the Water Quality Technician Assistant, ensuring the safe and efficient completion of all work related to the Water Quality Department; assists staff with determining the appropriate approach to complete work; may direct activities of staff and trains them in proper methods and techniques;
- Directs and ensures compliance of the state mandated Cross Connection Control Program;
- Oversees testing, compliance sampling and unidirectional flushing programs;
- Works collaboratively with department peers to accomplish department goals with clear communication and positive leadership techniques;
- Inspects the work of staff for adherence to standards and instructions; provides direction; provides advice to supervisors regarding probationary periods and performance appraisals;
- Oversees readings and records results; evaluates collected data and makes adjustments as needed. Reports corrective action taken;
- Coordinates and manages a preventative maintenance schedule for monitoring equipment to meet calibration requirements;
- Responsible for investigating and resolving customer complaints related to water quality;
- Oversees monitoring of turbidity, fluoride levels and other parameters as required, ensures accurate record keeping;
- Coordinates water system testing; examines disinfection sites and equipment. Reports corrective action taken;

- Directs maintenance and adjustments of special control valves;
- Performs testing of Backflow Assemblies and ensures compliance of applicable rules and regulations;
- Prepares correspondence and reports regarding cross connection control Annual Summary Report; reviews and files reports;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of cross connection control and compliance sampling;
- Laws, regulations and standards related to compliance testing of public water supplies;
- Reporting requirements;
- District’s water system layout; modern utility construction, installation and repair;
- Methods, procedures, practices and techniques;
- District’s computer systems and software;
- Basic chemistry, biology and hydraulics;
- Industrial First Aid; and
- Safety and health hazards as related to cross connection control and compliance sampling of the water distribution system

Skill in:

- Providing leadership, direction, coaching, and training;
- Establishing and maintaining effective interpersonal relationships with all organizational levels, District customers and the public;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information;
- Water compliance sampling, report writing and record maintenance;
- Operating and maintaining a cross connection control program;
- Troubleshooting cross-connection, water quality and water supply systems;
- Using computers and related software applications;
- Applying basic hydraulics to water mains and residential plumbing.

Experience/Education: Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be four years experience in water disinfection, testing and sampling of a water supply, cross-connection control, water system flushing and a High School Diploma or General Equivalency Diploma (GED).

Licensing Requirements:

Possess and maintain:

- Valid Washington State Driver’s License
- Cross-connection Control Certification
- Backflow Assembly Tester Certification, within one year
- Certified Flagger
- Washington State Water Distribution Manager II
- Industrial First Aid Card

WORKING CONDITIONS:

Duties are primarily performed in the field with exposure to varying weather conditions and temperatures, heights, confined spaces, fumes, unpleasant odors, loud noises, hazardous materials, chemicals and travel. Visual inspection of the work site is required. Subject to 24 hour call back for emergencies.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: March 18, 2019