



## **JOB DESCRIPTION**

**TITLE:** WATER QUALITY ASSISTANT  
**STATUS:** Union/FLSA Non-Exempt  
**GRADE:** 12

### **JOB SUMMARY:**

This position is responsible for assisting the Water Quality Technician and the Cross Connection Specialist with the testing, chlorination, and sampling of the District's water supply; specific duties include flushing the water system, inspecting and testing of backflow prevention assemblies, and assisting with the cross-connection control program.

### **REPORTING RELATIONSHIPS:**

This position receives supervision from a Field Operations Manager and receives instruction and work assignments from the Water Quality Technician and the Cross Connection Technician. This position does not supervise other positions.

### **ESSENTIAL DUTIES** include the following:

- As directed by the Water Quality Technician, tests, plans and schedules flushing section of the water system; flushes dead-end or other sections of the water system to reduce turbidity and sediment buildup; and calculates amount of water in water lines and amount being flushed;
- As directed by the Water Quality Technician, collects bacteriological and new main samples; performs tests to determine chlorine residual, turbidity, fluoride levels and other required contents and levels and records results;
- As directed by the Water Quality Technician, operates, monitors and maintains disinfection equipment; takes readings and records results;
- Assists with cross-connection control program; inspects contractors' truck and equipment; inspects back flow prevention assemblies; maintains records of approved back flow prevention assemblies;
- Responds to customer service calls regarding pressure checks, loud pipes and water quality; provides guidance on cross-connection control devices; and performs tests, flushes pipes or arranges for repairs as needed;
- Assists Fire Department and District Engineering Department in checking water pressure and flows throughout District; controls water flows during testing; and maintains testing records;
- Observes water system and tests on-site chlorine detectors for proper operation; examines chlorination sites and equipment and reports corrective action;
- Performs other duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Principles and practices of disinfection and disinfection systems;
- Design and maintenance of disinfection equipment and problems associated with disinfection systems;

- Basic chemistry, biology and hydraulics;
- Related laws, regulations, requirements, and standards related to disinfection and testing of public water supplies; and
- Safety and health hazards inherent to disinfection equipment and processes.

**Skill in:**

- Troubleshooting cross-connection, water quality and water supply systems problems;
- Report writing;
- Using computers and related software applications;
- Record maintenance;
- Applying basic hydraulics to water mains and residential plumbing;
- Water sampling; and
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**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 one year experience in water disinfection, testing and sampling of a water supply and water flushing system and a High School Diploma or General Equivalency Diploma (GED) and training in chemistry or other related field.

**Licensing Requirements:**

Possess and maintain a Valid Washington State Driver's License, an Industrial First Aid/CPR Card, Certified Flag Person Card, and a Water Distribution Specialist certification. The individual in this position must also possess and maintain a Cross Connection Specialist certification or have the ability to earn one within a twelve-month period.

May possess and maintain a Washington State Commercial Driver's License (CDL) endorsement as it is needed for internal promotional opportunities or District business need. If CDL endorsement is held, incumbent is subject to all regulations of Federal and AWWWD CDL program.

**WORKING CONDITIONS:**

Duties are primarily performed in the field with exposure to varying weather conditions, heights, confined spaces, sewage, fumes, loud noises, unpleasant odors, hazardous materials, chemicals and travel. Visual inspection of the work site is required.

**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: July 1999  
Revised: February 7, 2011  
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