



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ASSOCIATE WATER QUALITY SPECIALIST

<b>Group-Section:</b> Water System Operations Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 43 <b>Job #:</b> YA100
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### JOB SUMMARY

This is the intermediate level position performing Associate Water Quality Specialist job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

### OVERSIGHT

**Supervision Received:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Supervision Given:** None

### JOB DUTIES

1. Assists with conducting and monitoring water quality studies.
2. Assists with analyzing federal and state drinking water regulations.
3. Assists with developing process design criteria and documentation used for treatment plant upgrades and expansions.
4. Assists with preparing engineering design drawings and specifications to ensure compliance with existing or pending water quality regulations.

5. Gathers information and collects samples for the start-up of new facilities to ensure water quality compliance.
6. Assists with researching alternative sources of water supply and treatment changes.
7. Assists with conducting source water protection research, studies, and other related activities.
8. Assists with preparing correspondence, analyses, calculations, reports and other materials.
9. May participate on a project team.
10. Assists with emergency response duties.
11. Learns and assists with administering professional services agreements.
12. Performs other related Water Quality Specialist job duties as required.

### **EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field and two years of relevant experience.

**Required Knowledge of:** Biology, Microbiology, Chemistry, Engineering, or related science; drinking water regulations; water conveyance and distribution systems; water treatment processes; mathematics; health and safety requirements; and current office technology and equipment.

**Required Skills and Abilities to:** Perform calculations; use spreadsheets; apply safe work practices; read and understand contract specifications, and drawings; analyze; plan and organize work; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position will be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Vision Requirements:** No special vision requirements.