



# WATER QUALITY COORDINATOR

Job Status: Non-Exempt  
Date Adopted: 10-2000  
Date Modified: 03-16-2023

Safety Sensitive Position

*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.*

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## **DEFINITION**

Under general supervision, performs a wide variety of technical and administrative duties related to ensuring compliance with federal and State water quality regulations; collects regulatory field samples; maintains physical records and database; reviews and analyzes water quality data; responds to consumer water quality inquiries; coordinates contract laboratory services; prepares correspondence, reports, and notifications for distribution to internal and external customers; develops, maintains, and updates water quality monitoring programs as required by state and federal regulations; prepares other reports as required by federal and State regulations; prepares and coordinates the District's annual water quality report; participates in the development and administration of the annual operational budget; performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

The Water Quality Coordinator is the experienced, journey-level classification. Incumbents perform the most complex and specialized work tasks, under only general supervision, while exercising broader discretion and independent judgment within established guidelines.

## **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is received from the Operations Manager (Water Treatment Plant).

Technical or functional work direction may be provided from the Operations Supervisor (Water Treatment Plant) and/or the Operations Manager (Production).

## **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential Functions:**

1. Reviews and comprehends federal and State regulations to effectively develop and administer water quality monitoring programs, ensure regulatory compliance, and safeguard public health.
2. Reviews and updates the District's water quality monitoring programs to comply with the District's operating permit issued by the State Water Resources Control Board Division of Drinking Water.
3. On a regular, pre-scheduled basis, drives to source water locations, treatment plants, and distribution system sample sites to collect and preserve water samples for analysis; maintains associated records; maintains safety and security of sampling sites.

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4. Collects samples and performs field and laboratory analysis for several general physical, general mineral, and inorganic characteristics and contaminants including, but not limited to, pH, chlorine residual, temperature, turbidity, alkalinity, hardness, TDS, nitrate, and other analysis as necessary.
5. Prepares samples for analysis by contract laboratories; coordinates laboratory pick-ups; maintains a concise chain of custody records; ensures the integrity of the sample preservation and recordation for all water quality samples.
6. Reviews laboratory analytical data for compliance with water quality standards, regulations, and operating permit; communicates results to appropriate personnel; provides counsel and recommends changes to water treatment or water production operations as warranted.
7. Analyzes, compiles, and imports data provided by contract laboratories into a computerized database; maintains accuracy and integrity of database records; develop database queries and spreadsheets to facilitate the analysis of water quality data; generates water quality information and reports.
8. Prepares correspondence, reports, and notifications for distribution to internal customers, external customers, and regulatory agencies; prepares other reports as required by federal and State regulations; prepares and coordinates the District's annual water quality report.
9. Responds to customer water quality complaints or concerns; explains water quality monitoring program; makes home visits to collect water samples, as appropriate.
10. Develops and administers the water quality annual operational budget.
11. Keeps current on changes in regulations and procedures relating to water quality.
12. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
13. Regular attendance at the work site.

### **Marginal Functions:**

1. Conducts facility tours and explains operating procedures to the public and visitors.
2. Performs related duties and responsibilities as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### ***Knowledge of:***

Principles and practices of drinking water system operations.

Federal and State laws and regulations governing drinking water system operation and water quality standards.

Operational mathematics, including calculation and theory of water treatment blending.

Basic techniques for gathering and reporting information.

Basic theoretical knowledge and experience in laboratory equipment, sample collection and testing

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methods, and general chemistry.

Operational characteristics of equipment and tools used in the area of assignment including specialized sampling equipment and laboratory analytical equipment.

Basic analytical procedures used in water quality program.

Occupational hazards and standard safety practices.

Principles and procedures of record keeping and filing.

### **Skill in:**

MS Office software, including Outlook, Word, Excel, and Access.

Developing and maintaining databases and associated objects such as relational tables and complex data queries.

Developing complex spreadsheets to facilitate data analysis and reports.

Office procedures, methods, and equipment, including computers and applicable software applications.

### **Ability to:**

Communicate clearly and concisely, both orally and in writing.

Collect, label, and preserve samples.

Make and record observations.

Operate equipment and machinery that may require complex and rapid adjustments, such as specialized sampling equipment, laboratory analytical equipment, a motor vehicle, a computer terminal, and a telephone.

Calibrate, clean, and perform minor repairs on assigned equipment and apparatus.

Accurately maintain and update manual and automated records and logs.

Generate a variety of written reports and documentation.

Respond to routine requests and inquiries.

Enter data at a speed necessary for successful job performance.

Ensure adherence to safe work practices and procedures.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

## **REQUIRED QUALIFICATIONS**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

<b>Job Title</b>	<b>Water Quality Coordinator</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Four (4) years of progressive experience in drinking water system operations with an emphasis in water quality and drinking water regulation compliance.</li></ul>
<b>Education/Training</b>	<ul style="list-style-type: none"><li>• Equivalent to a High School Diploma.</li></ul>
<b>Required License/Certification</b>	<ul style="list-style-type: none"><li>• Possession of a valid T3.</li><li>• Possession of a valid D3.</li></ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"><li>• Valid T4.</li><li>• Valid D4.</li></ul>
<b>DMV Class</b>	<ul style="list-style-type: none"><li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li></ul>

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### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### **Environment:**

Outdoor and indoor environment; travel from site to site; exposure to noise and all types of weather and temperature conditions; work around water in natural environments such as creeks and raw water intakes; work in the street and traffic control environment; work and/or walk on various surfaces including slippery or uneven surfaces; work on ladders/scaffolds.

#### **Physical:**

Incumbents require sufficient mobility in office, laboratory, and field environments to walk, stand, and sit for prolonged periods of time; frequently travel to various locations to collect samples; exert moderate physical effort; operate office equipment, including the use of a computer keyboard; frequently stoop, bend, kneel, crouch, crawl, reach, and twist; push, pull, lift, and/or carry up to 50 lbs. of weight; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

#### **Mental:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with those encountered in the course of work, some of whom may be demanding, dissatisfied, and or upset.

#### **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 normal audio range with or without correction.