

North Marin Water District

WATER QUALITY SUPERVISOR

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Oversees water quality control (both water supply and wastewater disposal) aspects of District operations and functions. Develops, evaluates, and directs water quality programs and activities in general; directs and supervises activities of the laboratory and laboratory programs; provides direction to and general supervision of all water quality related field activities.

DISTINGUISHING CHARACTERISTICS

Designated Laboratory Manager, responsible for reporting to State and/or Federal agencies regarding water quality. Performs complex analyses requiring knowledge of the principles and methods of analytical techniques.

SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the Operations/Maintenance Superintendent. Advises the General Manager directly on matters of water quality concern.

ESSENTIAL DUTIES (include but are not limited to the following)

Reviews and evaluates water quality control programs/activities to meet water quality goals and works with Division Managers to recommend improvements to same; performs water quality investigations and studies; acts as District liaison with other agencies, groups and individuals in matters of water quality; keeps informed on developments in the field, and actively participates in water quality activities of the American Water Works Association and other groups as appropriate. Directs, supervises, and participates in the operation of laboratory activities, sampling programs, and response to all water quality problems or emergencies. Provides water quality control oversight to activities performed under the direct supervision of other District supervisors for all such activities that do or might affect water quality, such as treatment quality control, distribution system disinfection and source protection. Prepares and submits reports and/or presentations. Prepares and controls general water quality and laboratory budgets, reviews treatment plant budget. Attends management staff meetings, participates in management activities and projects as required. As and when required, participates in laboratory operations. Keeps current of all regulatory compliance requirements and maintains documentation of same. Is on call at all times for emergencies.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Graduation from an accredited college with a bachelor of science degree in sanitary engineering, chemistry or biology, or the equivalent, and five years' of experience in water/sewage treatment/chemistry and laboratory analysis, with at least two years in a position of supervisory responsibility or increasing supervisory responsibility.

Approved	CD
Date	6/5/2008

Knowledge/Skill/Ability

Knowledge of: the principles, methods, materials and equipment used in the chemical analysis and treatment of water and/or sewage; knowledge of the physical, chemical and biological factors affecting water quality and ability to identify and correct undesirable conditions.

Ability to: plan, organize and supervise a technical work program and staff; ability to establish and maintain effective relationships with other public agencies, vendors, contractors and the general public. Ability to be recognized as "Lab Director" under the regulatory requirements of the California Department of Public Health Laboratory Accreditation Program.

License/Certificate

Possession of a valid Class C California driver's license.

Possession of an AWWA Water Quality Analyst Grade III certificate and State Department of Public Health Water Distribution Operator D2 within one year from date of hire.

CDPH Treatment Plant Operator Grade T2 certificate highly desirable.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires working in a standard office environment and involves prolonged sitting, repetitive motion, walking, kneeling, squatting, stooping, turning, bending and upper body twisting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data and using a computer keyboard. Additionally, the position requires near and far vision in reading statistical data and using the computer, and hearing is required when providing phone service. Incumbents may be required to lift files, papers and reports weighing up to 25 pounds.

The work requires exposure to conditions that may be hazardous or unpleasant. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to a variety of hazardous chemicals or contaminants.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

7/08