## Job Title: Water Quality Technician II

**Department:** Environmental Services Division

**Immediate** 

**Supervisor:** Environmental Compliance Supervisor

<b>Origination Date:</b>	08/31/2004
<b>Revision Date:</b>	07/01/2012
Job Grade	805
FLSA Status	Non-exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Under general supervision, performs work of a technical nature to ensure compliance with permit requirements, ordinances, and Federal, State, and County regulations regarding discharges of potable and non-potable water. Depending on assignment, work may include sampling, inspections, customer education, responding to customer concerns, and laboratory work using specialized equipment.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	Н	Assists with the implementation and enforcement of federal and state regulations and City Codes pertaining to the public drinking water and wastewater systems.
2	Н	Uses proper techniques to ensure that all samples collected are properly preserved and identified for submittal to the laboratory for analysis. Performs all compliance sampling for water and wastewater. Ensures sampling is completed per permit and sent to lab following appropriate lab protocol
3	M	Responds to customer concerns regarding water quality or related issues using tact, diplomacy, and respect for the customer's needs and concerns.
4	M	Completes file documentation by filing chain of custody, data entry, updating spreadsheets, and maintaining sample log books
5	M	Performs all field testing for County stipulations, process control, to insure compliance, and internal and external requests. Maintains system compliance using specialized equipment.
6	L	Coordinates and provide access to well sites for outside agencies for Federal, State, County, and Local compliance testing.
7	M	Collects Sewer Appeals, schedules and performs sewer appeal investigations and makes recommendations in accordance with accepted practices and City Ordinance. Provides a high level of customer service.
8	M	Responsible for issuing pool drain permits by testing pool water quality to insure it will not harm collection system or treatment plant, and provides procedures for properly draining a pool. Responds to illegal pool drain calls. Provides a high level of customer service.

## **JOB REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience Certifications and Other Requirements	Minimum one year experience in a related field.  Valid Driver's License, ADEQ Grade I Operator License
Reading	Work requires the ability to read and interpret plans, blueprints, or diagrams; and evaluate small industrial user's compliance reports for determining violations with environmental regulations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, and formulas.
Writing	Work requires the ability to write memos, letters, and reports at a college level; and prepare clear, concise, and accurate oral and written reports.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure. An example would be a "II" advising a "I".
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal / Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	□ Making presentations     □ Observing work site     □ Observing work duties     □ Communicating with     □ Co-workers	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	☐ File drawers ☑ Equipment ☐ Tables and chairs ☑ Hoses
Fine Dexterity	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Computer keyboard</li><li>☑ Telephone keypad</li><li>☑ Calculator</li><li>☑ Calibrating equipment</li></ul>	Climbing	□ N □ R ☑ O □ F □ C	⊠ Stairs     □ Ladders     □ Step stools     ☑ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	<ul><li>☑ To other departments/offices</li><li>☑ Around work site</li></ul>	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N □ R □ O ⊠ F □ C	⊠ Supplies     ⊠ Equipment     □ Files	Foot Controls	□ N □ R □ O □ F ⊠ C	☐ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment □ Files	Balancing	□ N □ R ⊠ O □ F □ C	<ul><li>☑ On ladders</li><li>☑ On equipment</li><li>☐ On step stools</li></ul>
Sitting	□ N □ R ⊠ O □ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers  ☑ Retrieving items from lower shelves/ground  ☑ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	<ul><li>☑ For supplies</li><li>☐ For files</li></ul>	Crouching	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R ⊠ O □ F □ C	⊠ Paperwork □ Monies	Hearing	□ N □ R □ O □ F ☑ C	<ul><li>☒ Communicating via telephone/radio, to co-workers/public</li><li>☒ Listening to equipment</li></ul>
Kneeling	□ N □ R ⊠ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☐ From computer to telephone ☐ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	<ul><li>☑ Under equipment</li><li>☑ Inside attics/pipes/ditches</li></ul>	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continued)								
Machines, Tools, Equipment and Work Aids:								
Telephone, fax machine, calculator, cop			nents, hand to	ols.				
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	1 P4							
<b>Computer Equipment and S</b>								
Personal Computer, printer, Word, Exce	el, Lotus Notes,	OPS32, Tokay	•					
<b>Environmental Factors:</b>								
Environmental Condition	ons	Never	Seasonally	Several T	imes	Several Ti	mes	Daily
				Per Mo	nth	Per Wee	ek	
Extreme temperature (heat, cold, extreme temp. changes fi	rom outside		×					
work)	om outside							1
Wetness and/or humidity			×					
(bodily discomfort from moisture) Respiratory hazards		<u> </u>		<u> </u>			_	
(fumes, gases, chemicals, dust and di	irt)					$\boxtimes$		
Noise and vibration				×				
(sufficient to cause hearing loss) Physical hazards			_	<u> </u>		<del>-</del>		
(high voltage, dangerous machinery, aggressive				X				
prisoners, patients – <u>not customers</u> )								
Health and Safety Condition	16.							
Health and Safety Conditions	N = Never	R = Rarel	v O = O	ccasionally	F =	Frequently	C =	Constantly
,	Never	Less than		or more of		n 1/3 to 2/3		or more of
	occurs	hour per we	ek th	e time	of	the time	1	the time
Mechanical hazards				X				
Chemical hazards Electrical hazards								
Fire hazards		X						
Explosives		X						
Communicable diseases				×				
Physical danger or abuse		X						
Other (specify)								
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☒ Outdoors ☐ Other (Specify)	d Centers							
<b>Protective Equipment Requi</b>								
Safety glasses, steel toe boots, hard hat,	safety best, glo	ves SCBA, and	ear protection					

### **Job Demands**

### **Overall Strength Demands:**

Overall Strength Demands				
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.			
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.			
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
⊠ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations		×		
Frequent Change of Tasks		$\boxtimes$		
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment		×		
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

#### **Staff – Expected Behavior**

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

Job Title of Department Director

#### **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and i demands of this job.	its attachments and find it to be an ac	ecurate description of the
	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date

Comments:

Signature of Department Director

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Date