



## WATER QUALITY SPECIALIST

**AGENCY/DEPARTMENT:**  
Public Works/Utilities

Approved By HR Director: Bob Heitzman  
Date Approved: 5/13/2004  
Date of Last Revision:

**Reports to:** Environmental Programs Manager  
**Supervises:** Water/Wastewater Technician

**JOB SUMMARY:** Under general supervision, schedules and conducts water and wastewater quality monitoring, backflow prevention, recycled water, industrial wastewater pretreatment, control of materials and supplies; assists in the preparation of plans and specifications, administration of contracts; and performs other related work as necessary; and performs other related work as necessary.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Coordinates one or more programs for water quality, water conservation, backflow prevention, and industrial wastewater pretreatment.
2. Provides routine, daily organization of personnel and contract laboratories involved in a variety of water and wastewater quality monitoring.
3. Issues industrial wastewater permits.
4. Conducts industrial wastewater inspections and issues notices of corrections.
5. Investigates and reports sewage spills.
6. Prepares reports in compliance with water, recycled water, and wastewater regulations.
7. Maintains records and documents; prepares reports.
8. Assists in the administration of contracts.
9. Conducts state-mandated tailgate safety meetings.
10. Communicates with the public to answer questions and respond to and resolve complaints.
11. Provides public education at environmental fairs.
12. Plans and assigns work schedules; prepares performance evaluations.

### QUALIFICATION GUIDELINES:

**ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:**

**EDUCATION:** Graduation from high school or equivalent supplemented by technical courses or training in biology, chemistry, mathematics, environmental science, and other subjects related to water quality, recycled water or backflow prevention.

**EXPERIENCE:** Two (2) years experience in water quality monitoring, backflow prevention, recycled water, industrial wastewater pretreatment, or other related work experience.

### KNOWLEDGE OF:

- Knowledge of applicable federal, state, and local regulations.
- Basic chemistry and math and their application to water quality, recycled water and drinking water standards.
- Computer databases, spreadsheets and word-processing.
- General safety practices and procedures.

**ABILITY TO:**

- Interpret and apply applicable federal, state, and local laws and regulations.
- Organize work of assigned subordinates.
- Operate computer hardware and software applications.
- Make accurate mathematical calculations.
- Read and understand specifications, contracts, and blueprints.
- Maintain and organize detailed records.
- Communicate effectively, both orally and in writing, with the general public, contractors, co-workers, supervisors, and other City staff.
- Establish and maintain cooperative working relationships with other employees, officials, and the public.

---

**LICENSES:**

- Valid Class C CA drivers license
- Acceptable driving record at time of appointment

**CERTIFICATIONS:**

- At least one of the following: Backflow Prevention Specialist, Water Treatment Grade 2, Industrial Waste Inspector Grade 2

**SPECIAL REQUIREMENTS:**

**DESIRABLE:**

- Water Treatment Grade 3
- Industrial Waste Inspector Grade 3
- Education or training in supervisory management.

---

**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** San Bernardino Public Employees Association

**DOT Program Participant:** No

**Job Family:** Utilities - Professional

**Career Progression:** Water/Wastewater Technician  
Water Quality Specialist  
Environmental Programs Manager