



CLASS SPECIFICATION FOR:

Water Quality Compliance Specialist I

General Statement of Duties:

Performs routine sampling and monitoring at locations Countywide as assigned; programs, operates and maintains sampling and monitoring related equipment within critical guidelines; works rotations in the Central Environmental Laboratory to ensure samples comply with permit and regulatory requirements; prepares and maintains accurate detailed records and required documentation; and performs other duties as assigned.

Distinguishing Features of Class:

Primary duties include routine monitoring, testing, analysis and sampling of wastewater, drinking water, storm water, etc. and related activities by adhering to strictly regulated field test sampling procedures to ensure the protection and integrity of the collection and distribution systems as well as the water reclamation and biologic treatment processes; programs, sets and retrieves auto-samplers; collects random samples from locations Countywide as requested and assigned; performs dye-testing to verify discharge direction and flow; prepares and maintains strict chain of custody and other required documentation; data entry in monitoring and testing specific systems (proprietary, County, and State); creating and maintaining detailed accurate records required by permit and regulatory requirements; maintaining the sampling equipment within critical specifications/guidelines; works rotations in the lab performing a variety of tests to ensure discharge and other sampling complies with permit and regulatory requirements and assisting lab personnel as needed; resolves routine inquiries independently; and may perform other less complex monitoring and related activities as assigned. Work is performed under general supervision with non-routine questions and issues handled with guidance from supervisor or other senior specialists.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Sets up the monitoring site for safety under all types of worksite conditions, maneuvers and manages the equipment and samples, sets and retrieves auto-samplers;
- Maintains sampling equipment within critical specifications/guidelines and is responsible for the cleaning, storage, programming, operation and accuracy of sampling and related equipment;
- Utilizes as-built utility plans/County Intranet Geographic Information System to assist in verification of sampling locations and monitoring manholes using GIS enabled field tablets;
- Works rotations in the Central Environmental Laboratory performing a variety of tests to ensure discharge and other sampling complies with permit and regulatory requirements and assisting lab personnel as needed;
- Processes all samples in strict accordance with regulatory guidelines and maintains strict quality control and chain of custody, including creating and maintaining all related paper and electronic documentation;
- Performs a variety of mathematical calculations to program, set, and validate auto-samplers and findings;
- Creates and maintains accurate and detailed paper and electronic records related to monitoring/sampling activities;
- Performs dye tests as necessary to determine flow and sources of wastewater;
- Recognizes and reports unusual discharge, works with supervisor to research and resolve any identified issues, and monitors to ensure ongoing compliance;
- Responds to citizens' routine questions, inquiries, complaints and issues accurately and appropriately and appropriately involves and notifies supervisor of non-routine questions, inquiries, complaints and issues;
- Collaborates with private labs as assigned for set-ups, sample collection and testing, keeping supervisor appropriately informed;
- Develops and maintains a sound working knowledge and understanding of current testing and monitoring processes and equipment, GIS tools and job specific systems, permit requirements, and applicable regulatory agencies and requirements;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Ability to program and use complex specialized sampling and lab equipment to perform a wide variety of mandatory tests under varying field conditions (work site conditions, traffic, weather, confined spaces, etc.) and in a laboratory setting; basic knowledge of regulatory guidelines relevant to monitoring, sampling and testing activities; ability to follow precise complex instructions and related documentation requirements; basic knowledge of safe traffic control practices for worksites in varying traffic conditions and patterns to ensure safety of the work environment and the public; ability to communicate effectively with diverse stakeholders including citizens, business owners and County personnel; sound judgment and problem-solving skills with the ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures; ability to express ideas clearly and



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concisely, orally and in writing; ability to create and maintain accurate paper and electronic records; ability to make accurate mathematical calculations; ability to maintain strict quality standards and chain of custody; professional integrity including excellent time management and organizational skills with the demonstrated ability to plan and execute work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to read, and consistently comprehend, interpret, apply and communicate technical information accurately; basic political astuteness with the demonstrated ability to recognize sensitive situations/circumstances and refer to/involve supervisor or other appropriate County personnel; basic computer skills with ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; physical condition permits activities including but not limited to lifting, carrying, bending, stooping, kneeling and routinely working under adverse temperature and/or weather conditions utilizing appropriate personal protective equipment; visual and hearing acuity sufficient to enable effective interactions, data collection and work safely in a wide variety of adverse worksite conditions; excellent interpersonal skills with the ability to establish and maintain effective working relationships; ability to work independently and as part of a team with general supervision; personal accountability; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy. Must be able to positively and appropriately represent the County with customers and other stakeholders. May require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Graduation from high school with relevant coursework in mathematics and science completed at the high school or college level;

Experience: Two (2) year of relevant work experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide.