

South Jordan City

Job Description

Title:	Water Quality Technician	Effective Date:	1/1/17
Org:	600580	FLSA:	Non-Exempt
Pay Grade:	13	Workers Comp:	Municipal

GENERAL PURPOSE

Coordinates the day-to-day activities of South Jordan City's water quality programs to maintain compliance with state and federal drinking water rules, and regulations. Manages the water quality compliance database. Prioritizes and coordinates water quality concerns and activities with Water division Manager and Water Distribution Lead Worker. Compiles and analyzes water quality data. Coordinates the response to customer inquiries and concerns about water quality. Manage South Jordan City's water model.

SUPERVISOR

Water Division Manager

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Receive assignments from the Water Division Manager, to ensure water quality is met within the distribution system. Conduct various water sampling test for acceptable water.

Manage the city water model and update weekly with the changing conditions of the system. Run Weekly reports from city water model to determine areas with aging water. Develop a plan to eliminate aging water and work with distribution lead to execute. Perform and place flushing equipment to prevent aging water. Provide weekly reports to Division Manager regarding the system condition.

Investigates, and responds to customer water quality complaints. Collects samples, reports findings, provides information and insure follow-up as necessary.

Researches new and upcoming drinking water regulations and analyzes water quality data to make recommendations to Distribution Lead Worker for maintaining and optimizing distribution system quality and compliance.

Monitors the city SCADA system to ensure chlorine levels are acceptable within the system and make the appropriate changes to the water model. Analyzes historical chlorine level data to predict and prevent low/no chlorine issues.

Develops and updates procedures for water quality emergencies and trains Water Division staff on water quality emergency response.

Operates, calibrates and maintains instruments and equipment used to monitor water quality.

Responds to emergency water quality events to monitor, diagnose, remediate and collect samples as requested.

Maintain all water sampling plans and update if needed.

Prepares annual water quality report.

Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Operate, clean, and maintain tools, vehicles and equipment to assure proper working order.

Maintain computer based work orders on a daily basis to provide accurate data for monthly reports.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Compensation for actual time worked, premium compensation for time worked on observed City holidays as outlined in the Employee Handbook. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Four (4) years of experience and performing direct responsible charge (DRC) operation.

2. Special Qualifications:

Valid Utah Class A Commercial Driver License

Certifications:

Backflow Tech II

Certified Flagger

Level IV Water Distribution System Operator (must obtain within 1 year of hire)

3. Knowledge, Skills and Abilities:

Knowledge of construction drawings and specifications; methods of line installation and maintenance; pipe classifications; and trench construction.

Knowledge of state and federal regulations governing installation and maintenance of water systems, water quality, treatment procedures, and source protection .

Knowledge of water quality monitoring, analyzing and testing equipment and procedures

Basic knowledge of SCADA systems.

Basic Knowledge of EPANET and water system facilities.

Participates in training, consisting of in-house training and demonstrations, field trips, teleconferences, seminars, written and verbal exams, drills, and personal study.

Strong skills in word processing, spreadsheet and database use with good keyboarding ability

Work effectively with the other employees, elected officials, local agencies, and the general public.

Ability to organize and manage multiple projects.

Ability to communicate effectively with supervisor verbally and in writing.

Problem Solving: Must have good decision making skills and the ability to apply common sense, analyze data and interpret results yielding varying outcomes. Such work may include analyzing compliance with drinking water rules and regulations, dealing with customer complaints and researching water quality issues.

Communication Skills: Expected to comprehend and construct detailed memos, letters, reports and other correspondence, actively participate in group meetings, and make presentations to employee groups and other outside agencies.

4. **Working Conditions:**

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting (50-75 lbs.), etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Skilled Craft Wkr
Location:	Water	EEOP Class:	Craft Worker
Group/BU:	General Pay Plan	Tech-Net Match:	Comb.-2174