

**City of  
EDMONDS  
Washington**

**WATER QUALITY CONTROL TECHNICIAN**

<b>Department:</b>	Public Works – Water/Sewer	<b>Pay Grade:</b>	<b>K</b>
<b>Bargaining Unit:</b>	Teamsters	<b>FLSA Status:</b>	Non-Exempt
<b>Revised Date:</b>	June 2013	<b>Reports To:</b>	Water/Sewer Manager

**POSITION PURPOSE:** Under general direction, performs a variety of duties to maintain water quality within the City of Edmonds water system; takes water samples to ensure water quality; inspects for cross connections; maintains the City’s water sampling plans; provides customer assistance; responds to inquiries and complaints; performs maintenance and operation duties; organizes and maintains associated records; manages the Cross Connection Control Program for the City; responds to water emergencies as needed.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates the City’s Water Quality Program to ensure compliance with state and federal regulations; takes monthly bacteriological, quarterly Trihalomethanes (TTHM), and Haloacetic acids (HAA5) samples for disinfectant byproduct monitoring requirements.
- Takes other samples as required to comply with water quality monitoring requirements of the City of Edmonds.
- Maintains current knowledge of rules and regulations related to the Safe Drinking Water Act and coordinates the City’s Cross Connection Program to ensure compliance with the State WAC Regulations.
- Performs all cross connection inspections; ensures all customers cross connections control assemblies are tested on an annual basis and updates entries for cross connection control files and database.
- Performs plan reviews regarding Cross Connection Control issues and interacts with Building Officials and Engineering Division regarding Cross Connection Control issues.
- Inspects and investigates cross connection problems and reviews new building cross-connections.
- Maintains water quality filing systems and computer records; performs monthly reservoir inspections and chlorine residual sampling of tanks and performs monthly disinfectant residual reports for the Department of Health.
- Coordinates meter repair and testing and monitors and maintains the meter shop inventory and record keeping.
- Prepares reports for submittal to regulatory agencies; investigates and diagnoses customer problems and complaints related to water quality, taste, color and odor issues; flushes water mains to replenish water quality.
- Responds to inquiries and complaints regarding water quality problems; ensures that the most important inquiries get responded to immediately and that all inquiries are responded to in a timely manner, treating customers with courtesy, patience, understanding and respect.

## **JOB DESCRIPTION**

### **Water Quality Control Technician**

- Ensures that documentation of inquiries and responses are recorded and filed with the City's office personnel.
- Develops and updates the Annual Water Quality Report and prepares the Annual Summary Report for Cross Connection Control.
- Attends, participates and serves as a City representative at other agency meetings; assists other crews as needed; performs other duties as requested or directed.

#### **Required Knowledge of:**

- Operations, services and activities of a City Public Works Department.
- State and City codes, IAPMO Uniform Plumbing Code and other related regulations and ordinances regarding cross-connection control practices and public notification requirements.
- State regulations regarding water distribution systems including the Safe Drinking Water Act.
- Meter test equipment and cross-connection control devices, meter repair parts and backflow prevention assemblies with proper applications.
- Cross Connection Control and USC Cross Connection Manuals.
- Current and updated safety and health standards and regulations.
- Technical aspects of field of specialty.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include customer service.
- Record keeping and report preparation.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to accomplish work assignments.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

#### **Required Skill in:**

- Ensuring the quality of customer's drinking water is safe.
- Performing various tests and samples including chlorination residual and fluoride tests, bacterial coliform, lead and copper sampling.
- Reading water sampling test equipment.
- Organizing, coordinating and performing cross-connection testing.
- Overseeing meter repair and testing.
- Reading and interpreting blueprints and schematics.
- Performing field inspections.
- Analyzing situations accurately and adopting and effective courses of action.
- Planning and organizing work and meeting schedules and time lines.
- Interpreting and applying applicable federal, state, and local policies, laws and regulations.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Compiling and preparing a variety of records, files and reports.
- Communicating effectively verbally and in writing, including public relations and customer service.

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### **Water Quality Control Technician**

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma/GED Certificate and three years of direct work experience in water distribution, water testing, and sampling of the water supply; that includes two years of experience working with cross connection control; OR an equivalent combination of education, training and experience.

##### **Required Licenses or Certifications:**

Valid State of Washington Driver's License with a class A CDL with airbrake and tanker endorsement.

Water Distribution 2 Manager certification within one year of date of hire.

Cross Connection Control Specialist Certification.

Washington State Backflow Assembly Tester Certification upon hire.

Valid CPR, First Aid, AED, and Bloodborne Pathogen Cards.

Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

#### **WORKING CONDITIONS:**

##### **Environment:**

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

##### **Physical Abilities:**

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Working over water, working alone and working in remote locations.
- Working in a noisy work area, working in direct sunlight, working in outside temperature extremes and working in dampness.
- Heavy physical labor including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Operating a passenger vehicle, heavy truck, and heavy equipment and rotating machinery.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

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**Water Quality Control Technician**

**Hazards:**

- Working around and with machinery having moving parts.
- Adverse weather conditions.
- Working in and around moving traffic.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings solvents, oil and ink.
- Working in a cramped or restrictive work chamber.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_