

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB379 Utility Water Quality Specialist
POSITION #/TITLE: 2457 Utility Water Quality Specialist	Adopted: 11-07
	Revised: 02-15

POSITION DESCRIPTION

Dept. ID/Division: Utilities/ Laboratory Services	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 2456/NB380/Utilities Laboratory Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: General knowledge test, Skills test
Personal Protective Equipment: Eye, Face, Hand, Protective Clothing, Gas Monitor	

General Statement of Duties

Provides diverse analytical and environmental monitoring services pertaining to drinking water raw sources and finished product pre and post point of entry into distribution system; Serves as a technical resource in the area of microbiological testing of potable water samples and responds to and resolves customers' complaints pertaining to drinking water quality issues.

Distinguishing Features of the Class

Works under general supervision along with leeway granted for the exercise of independent judgment and initiative. Assumes additional duties in the absence of the QA Officer or Utilities Laboratory Services Manager. Incumbent will be based at the Water Treatment Plant Laboratory.

Examples of Essential Work (Illustrative Only)

Performs a variety of advanced and standard water quality testing procedures which involves the use and operation of advanced and basic analytical instruments in addition to wet chemistry methodologies; Performs field work assignments that are in compliance with the Water Treatment Plant environmental protection programs;

Conducts exploratory/developmental type of analytical work assignments related to the implementation of the National Safe Drinking Water Act (SDWA);

Keeps and maintains all records pertaining to all work assignments including documentation of actions taken in response to customers complaints as part of the overall customer service program;

Assists in the calibration of troubleshooting of on-line analyzers and other field equipment;

Prepares chemical reagents and standards for calibration of equipment and other analytical needs;

Assimilates, writes and submits written analytical reports as per work assignments;

Conducts peer review of fellow chemists/analysts respective analytical data output, as applicable;

Participates in training/cross training of laboratory services analysts;

Subscribes to established work protocols, standard operating procedures, QA/QC program components and report to work on time;

Enters daily data pertaining to work assignments into the Laboratory Information Management System (LIMS);

Adheres to prescribed safety rules and regulations as per job specific work assignments;

Adheres to established division/work site and City-wide personnel rules and regulations;
Attends staff meetings, technical and safety training sessions;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of chemistry with emphasis on instrumental analysis and requires substantive working knowledge and proficiency in microbiological testing procedures for potable water;
Comprehensive knowledge of water quality parameters and respective protocols for analytical/physical measurements, monitoring requirements, reporting practices/frequencies and other aspects stipulated under the National Safe Drinking Water Act (SDWA);
Knowledge of laboratory safety procedures, proper use of safety equipment, right to know laws, CPR and First Aid;
Skill in use and operation of standard and advanced analytical instruments in addition to field work equipment;
Proficiency in mathematical computations and statistical applications appropriate to assigned duties and responsibilities;
Skill in exercising safe and effective laboratory practices applicable to work assignments;
Ability to operate personal computers using program applications appropriate to assigned duties and responsibilities;
Ability to work under general supervision and exercise some discretion under specific work situations;
Ability to follow directives and adhere to work schedule and related assignments;
Ability to prepare accurate and reliable written analytical reports;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in chemistry, biology/microbiology or environmental engineering college level program with emphasis on drinking water quality aspects; and
Some experience in basic and advanced laboratory chemical analyses in the area of environmental monitoring and water testing protocols, including at least six months spent in microbiological testing of potable water as well as in the operation of advanced analytical instrumentation; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Drivers License upon appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to perform work assignments;
Sufficient personal mobility, which permits the employee to perform job duties.