



JOB DESCRIPTION

Title: Water Quality Technician
Department: Water
Reports to: Water Superintendent
Pay Grade: 66
Date Adopted: May 3, 2021
Previous Revision Date:
Last Revision Date: 1993

Type: ☒ Full Time
☐ Part Time
FLSA: ☐ Exempt ☐ Salary
☒ Non Exempt ☒ Hourly
Union: ☒ Yes
☐ No

Job Summary:

Perform the collection, analysis, and documentation of municipal water samples as required by Federal and State law. Responsible for collecting samples, reporting, and maintaining records of results. Maintain and revise water system maps. Maintain, troubleshoot, and repair equipment associated with municipal wells and reservoir buildings. Responsible for calibration, troubleshooting, repair, and testing the City's Supervisory Control and Data Acquisition (SCADA) electric control system.

Essential Functions:

1. Collect water samples as required by Federal and State regulations. Tabulate sample results and report sample results to appropriate personnel. Maintain records of sampling as required by Federal and State regulations.
2. Maintain, repair, troubleshoot, and test municipal water wells and reservoir building equipment including: pumps, electronic controls, motors, motor starters, lighting, heating, and general maintenance of the building interior. Ensure all water wells are running in good order.
3. Install, calibrate, maintain, test, troubleshoot and repair the Supervisory Control and Data Acquisition (SCADA) electric control system including: master computer, maximum transmission units (MTUs), remote terminal units (RTUs), flow meters, level sensors, pressure transducers, pressure switches, conduit/wiring to each, and maintain appropriate inventory of repair parts.

4. Maintain and revise water system maps utilizing Auto CAD drafting program including measuring the location of pipes, valves, and fire hydrants. Keep the water system modeling program updated.
5. Maintain and implement the municipal Cross-Connection Control Survey, the Public Education Program, and the Consumer Confidence Report.
6. Perform preventative maintenance of all water well meters.
7. May assist crew in the construction, maintenance, and/or repair of the water distribution collection systems, as needed.
8. Must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
9. Employee must be able to be "on-call".
10. May be required to work extended hours during natural disasters, declared disasters, and similar events.
11. Maintain positive relations with the community. Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
12. Keep confidential information confidential.
13. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
14. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
15. Perform other work which is consistent with the essential functions of the job.
16. Perform other duties as assigned.

Education and Special License(s)/Certifications:

High school diploma or equivalent.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of or ability to obtain Grade III Water Operators Certification from the State of Nebraska within twelve (12) months from date of hire required.

Possession of or ability to obtain a Class B commercial driver's license (CDL) with air brakes within sixty (60) calendar days from date of hire preferred.

Possession of backflow certification preferred.

Associates Degree or Bachelor's degree in Electronics, Electrical Engineering, Computer Science, AutoCAD or related field and experience in water collections and testing methods or equivalent experience preferred.

Experience:

Must be eighteen (18) years old.

Three (3) years experience in a municipal water facility in water collections and testing methods. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Manual dexterity.
 4. General construction skills.
 5. Good driving skills.
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Mental Requirements:

1. Ability to analyze safety situation.
 2. Ability to make quick decisions.
 3. Ability to stay alert for long periods of time.
 4. Ability to work independently.
 5. Ability to work in a team.
 6. Ability to assess situation and use judgement in responding.
 7. Ability to work under distracting conditions.
 8. Mechanical aptitude.
 9. Alpha/numeric recognition.
 10. Ability to carry out assignments through oral and written instruction.
 11. Ability to take on a leadership role.
 12. Diplomacy and judgement.
 13. Logical reasoning.
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Physical Requirements:

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
2. Ability to withstand extreme weather conditions.
3. Exposure to vibrations.
4. Ability to transverse rough terrain on foot.
5. Ability to work with exposure to noise.
6. Ability to distinguish among colors.
7. Ability to work at extended heights.
8. Ability to drive city vehicle.

9. Ability to lift up to sixty (60) pounds.
10. Ability to bend, climb, and stoop.

Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

5-3-21

Date