

## WATER QUALITY SUPERVISOR

### JOB DESCRIPTION

**Class Responsibilities:** A Water Quality Supervisor is responsible for planning and organizing the day-to-day compliance monitoring activities of the Drinking Water Program, and is the subject-matter expert. Duties include: scheduling and implementation of all water quality sampling activities for the City; developing, revising and administering plans, standard operation procedures and quality assurance procedures to ensure correct, consistent and compliant procedures are met; coordinating compliance and process activities and schedules with regulatory compliance and sampling staff, supervisors and management; coordinating outreach programs including public education and the annual Consumer Confidence Report; interpreting federal and state water quality regulations; providing technical assistance to other departments related to strategies, programs, and technologies to maintain the City's compliance with current and future county, state, and federal water quality regulations; coordinating compliance and project activities with internal laboratories, external laboratories, Water Quality Inspectors, Utility Control Center staff and other departments, as necessary; selecting, training, qualifying, motivating, tracking, assigning, outlining professional development plans; and discussing job competencies, expectations, and setting performance goals with Water Quality Inspectors; establishing schedules and methods for work performed; ensuring adherence to proper workgroup, department, and City of Mesa procedures and policies; providing proactive performance planning and implementation of organizational goals, objectives and measures; staying current with changes in environmental regulations and informing/educating appropriate personnel in the organization of changes; supervising, responding and resolving inquiries, suggestions, complaints, and other comments from the public and other interested/affected groups; suggesting and recommending corrective measures as necessary to resolve water quality complaints; supervising the operation, maintenance and compliance of required sampling equipment; implementing and tracking the Arizona Department of Health Services quality control/quality assurance procedures for reporting of field data on state and federal reports; reviewing, evaluating and providing input for draft regulations, guidance documents, Code amendments, and the US Environmental Protection Agency (EPA) reports; maintaining digital and hard copy files of sampling reports, chain of custody records, quality assurance records and other written correspondence; developing, administering and maintaining water quality data management and retrieval systems; collecting, transferring, and analyzing data used to generate reports and graphs; verifying accuracy of data, reports and correspondence prepared by staff and external sources as needed; using databases, mapping systems and other resources to maintain regulatory compliance and Customer Service; assisting in drinking water quality-related compliance projects and activities. The Water Quality Supervisor supervises the Water Quality Inspectors assigned to the Water Quality Section. This class is subject to 24 hours a day, 7 days a week emergency call-out and must be available for stand-by as required. This position performs related duties as required.

**Distinguishing Features:** The Water Quality Supervisor is distinguished by its responsibilities for ensuring the City's compliance with county, state, and federal regulations pertaining to water quality. The Water Quality Supervisor reports to the Regulatory Compliance Program Manager who reviews work through meetings, conferences and results achieved. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, or experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Chemistry, Microbiology, or related field. Four years of full-time technical experience in enforcing or complying with federal, state and/or local environmental regulations, including any combination of experience in administering drinking water and/or wastewater regulatory programs. One year of lead or supervisory experience.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Must possess a Grade III Water Distribution Operator Certificate **OR** a Grade III Water Treatment Plant Operator certificate from Arizona Department of Environmental Quality (ADEQ) by application date; 24-hour HazWoper certification is required within 12 months of hire or promotion date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** None.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates clearly and accurately in a regulatory environment in regards to water quality program requirements. Prepares and submits water quality reports to federal, state and county agencies. Communicates effectively in situations involving customer complaints. Maintains effective interdepartmental relationships to facilitate project coordination. Represents the Water Resources Department on drinking water program compliance issues at state and national functions and committee meetings. Conducts meetings with peers and subordinates, represents the City in public settings, and gives presentations in both a formal and informal setting. Produces reports and information sheets for reference by City employees and the general public. Writes standard operating procedures and guidance policies for internal use.

**Manual/Physical:** Uses site survey techniques to investigate water quality complaints. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various sites to meet with water customers, observe staff, etc. Uses common hand tools such as hammers, screwdriver, wrenches, pliers, shovel, etc. Works around large pumps and valves on construction sites with open trenches and heavy equipment present. Works in an environment where personal protective equipment is required. Meets scheduling and attendance requirements.

**Mental:** Prioritizes, plans, and schedules work activities. Supervises and evaluates the work of staff to ensure compliance with standard operating procedures, federal and state regulations. Provides technical assistance on written comments to ADEQ and the US EPA regarding rules that affect the water quality. Provides technical assistance on federal and state regulations regarding drinking water in order to determine the City's course of action. Performs analysis in a state-certified laboratory. Compiles and analyzes test data to aid in making sound decisions to provide safe and aesthetically-pleasing water to City of Mesa customers.

**Knowledge and Abilities:**

Knowledge of:

Regulations pertaining to public water systems, water system operation, and the dynamics and characteristics of water pressure and flow;  
lab procedures and practices;  
techniques involved in collecting water samples and performing applicable analysis;  
occupational and safety precautions associated with the job duties;  
how to use word processing, spreadsheets, mapping programs, and various database programs; and  
principles and practices of employee supervision and training.

Ability to:

establish and maintain effective working relationships with coworkers, business owners and their representatives;  
work effectively on individual projects;  
write, implement, and explain policies pertaining to water quality;  
prepare clear, concise, and accurate reports using software applications; and  
present water quality information to diverse audiences.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Special Requirements 6/16

LW/st/th

CS4417.DOCX

PAY GRADE: 49

EEO-Tech

IND-7520

JOB FCTN-TEC

SWORN-No

INCREMENTS 81-200