CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Technical Supervisor – Water Quality** **UNION:231**
SG:7
DEPARTMENT: **Public Works, Operations Division** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Responsible for supervision of the water and waste treatment plant's state accredited laboratories. Under general supervision, coordinates and administers the regulatory monitoring and testing programs for the City's potable water, incinerator emissions, wastewater, industrial pretreatment, and stormwater permit at the treatment plant to assist the Chief Operator Water Treatment and the Operations Supervisor Wastewater Treatment in maintaining regulatory compliance. Compiles data and documents to complete reports and fulfill regulatory reporting requirements. Acts as project manager for contracts. Conducts personnel functions. Responds to citizen inquiries and complaints regarding water issues.

SUPERVISORY RELATIONSHIPS:

Reports to the Public Works Superintendent – Plants. Works under general supervision and in accordance with applicable City, state and federal regulations, policies, guidelines and standards. Provides technical support to the Chief Operator Water Treatment and the Operations Supervisor Wastewater Treatment. Serves as a member of the plant operations management team. Plans work and provides direct supervision to Water Quality Specialists and Laboratory Technicians.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, and directs the day-to-day operations of the water treatment and wastewater treatment plant labs. Maintains lab and works under the standards and requirements of the Environmental Protection Agency, Department of Ecology, Department of Health, Northwest Clean Air Agency, and other pertinent federal, state and regional regulatory agencies. Performs laboratory tests, procedures and analyses.

2. Develops and implements sampling and reporting procedures to assist the Chief Operator Water Treatment and the Operations Supervisor Wastewater Treatment in optimization of the water and wastewater processes. Advises other City staff on similar methodology and methods.

3. Responsible for assuring that the methods utilized by lab staff and results of the laboratory tests are preformed correctly. Reviews laboratory methods, procedures and quality control programs. Institutes regulatory required procedural changes. Organizes proficiency testing required to maintain lab accreditation and assures laboratory practices align with federal and state agency requirements.

4. Establishes timely flow and quality of work and assures adequate inventories of all necessary supplies and materials.

5. Directs laboratory personnel; determines priorities, assigns and distributes work, assists with selection processes and makes hiring recommendations; trains personnel in procedures and equipment; prepares performance evaluations; assures safe work practices are employed; approves leave requests, coaches and counsels.

6. Supervises the operation and maintenance of laboratory and on-line water quality instrumentation including particle counters, residual analyzers, solids meters, oxygen sensors, pH meters, turbidimeters, automatic samplers, continuous emission monitors, rain gauges, stream gauges, and all laboratory equipment. Reviews all procedures for analysis, calibration and preventive maintenance of equipment. Responsible for assuring appropriate quality control for instrument operation and data management. Recommends purchase/repair/replacement of laboratory analysis equipment. Recommends equipment to assess water quality for on-line and field applications.

7. Supervises laboratory monitoring and reporting programs for the water, wastewater, and drainage systems. Responsible for assuring the laboratory methods and data management practices such as statistical analysis and data processes used by City and/or private contractors are technically correct. Implements laboratory monitoring programs, reviews, evaluates and prepares reports to verify regulatory compliance or to summarize program findings.

8. Plans, coordinates and administers compliance activities. Schedules sampling, analysis, and data reporting for mandatory monitoring programs. Prepares, reviews and submits reports in accordance with local, state and federal regulatory requirements to maintain compliance with City NPDES (National Pollutant Discharge Elimination System) permits for wastewater and stormwater, as well as with the Clean Air Act, the Clean Water Act, and the Safe Drinking Water Act.

9. Assists in technical support of the Industrial Pretreatment Program. Trains and coordinates with City staff to ensure the Industrial Pretreatment Ordinance is administered correctly through proper sampling, laboratory analysis, and data management. Works to support the Industrial Pretreatment Program in the capacity of determining impacts to the treatment plant.

10. Responds to citizen inquiries regarding concerns and/or information requests on drinking water. Maintains knowledge on specific water quality problems such as tastes, odors, cloudy water.

11. Conducts tours, assists in development educational materials and participates in the public information programs for the public schools and the public.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature or level.

2. Acts as project manager and/or technical advisor for professional services contracts in such areas as incinerator emission inventories, audits of the continuous emission monitors, monitoring on source water, and various mandates of the City's NPDES permits.

3. Provides technical data for various entities, develops Requests for Qualifications and participates in consultant selection processes.

PERFORMANCE REQUIREMENTS (knowledge, skills, and abilities):

Knowledge of:
- Technical sciences as they relate to water and wastewater treatment, as well as standard methods, equipment, and quality control used in the analyses of water and wastewater.
- Washington water and wastewater laboratory accreditation requirements and standards of practice.
- Data assessment and management techniques including statistical analysis, laboratory database and spreadsheet skills.

Skill in:
- Strong management skills including planning and organizing, problem solving/decision making, management control, time management, supervisory and interpersonal skills.
- Strong oral and written communication skills. Ability to interact effectively with diverse groups of people such as co-workers, subordinates, outside agencies; and to explain and diffuse situations of conflict.
- Analytical procedures and compilation of reliable, accurate data.

Ability to:
- Interpret, apply local, state and federal codes related to utility and water treatment environmental regulations and worker safety rules.
- Competently perform the necessary procedures, analyses and microscopic examinations.
- Understand and follow oral and written instructions.
- Formulate, write, and implement policies and procedures.
- Work independently and accomplish assigned results and goals.
- Conduct research and interpret technical information and manuals.
- Willingness and ability to accept "on-call" status for emergencies.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

- Physical ability to perform the essential functions of the job, including:
  - Visual acuity to read a typeset page;
  - Dexterity to manipulate a computer keyboard;
  - Adequate hearing for telephone communications;
  - Ability to sit and stand for long periods of time;
  - Frequent lifting up to 25 lbs.

WORKING ENVIRONMENT:

Work is performed mostly in an office and laboratory environment. The laboratory is a moderate risk environment, designed to optimize safe and efficient working conditions. However, hazards are present when working with chemical agents, biological samples and laboratory testing equipment. Employees are required to follow established safety procedures. The work also includes travel between facilities, work in an industrial treatment plant environment, field work, water quality checks in homes and businesses, and attendance at public and professional meetings.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's Degree in microbiology, biology, chemistry or equivalent degree with at least one college level environmental microbiology laboratory course.
- Two years of experience in water or wastewater-related plant lab operations required.
- One year of advanced coursework in an environmental field requiring laboratory research and technical writing may be substituted for one year of experience.
- Supervisory or lead worker experience preferred with responsibility for prioritizing/assigning work, training and skills development of staff.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Certification or ability to meet the certification standards of Washington State in each the following areas:
  Water Treatment Plant Operator I within two years of employment (Department of Health).
  Wastewater Treatment Plant Operator I within two years of employment (Department of Ecology).
- Employment contingent upon passing a criminal convictions check and local background check.
- Valid Washington State Driver's License and a good driving record. A three-year driving abstract must be submitted at the time of hire.

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