

## City of Oregon City

## Position Description

Position: Water Quality Coordinator	Position Number:
Department/Site: Public Works	FLSA: Non-Exempt
Evaluated by: Public Works Operations Manager	Salary Grade: 37

### **Summary**

Responsible for citywide compliance with federal, state, and local regulatory requirements stemming from the Safe Drinking Water Act (drinking water) and the Clean Water Act (stormwater).

### **Distinguishing Career Features**

The Water Quality Coordinator is a specialized technical position responsible for coordinating the City's drinking water quality control program. The program includes the City's in-house monitoring program for maintenance and new construction as well as the inspection program for private facilities. Duties are conducted in compliance with Oregon Health Authority guidelines and are coordinated with the City's Water Operations Division, the Direct Responsible Charge and the Public Works management team. This position manages contracts and activities associated with community water quality outreach.

Additionally, the position oversees and manages the activities required by the NPDES and MS4 Stormwater Permits and associated Water Quality Management Plans. These duties consist of, but are not limited to, oversight of the stormwater sampling program, stormwater project and program management. These duties are conducted in compliance with state and federal stormwater guidelines and are coordinated with the Stormwater Operations Division and the Public Works management team.

### **Essential Duties and Responsibilities**

- Coordinates closely with both Water and Stormwater Operation Divisions to meet regulatory requirements and to promote best management practices to enhance water quality.
- Oversees Oregon City's Cross Connection / Backflow Prevention, Industrial/Commercial Inspection, and Private Water Quality Facilities Inspection Programs.
- Actively participates in programs that promote education regarding drinking water and stormwater programs. Coordinates laboratory services contracts(s), reviews results to identify concerns, trends, sampling error, etc. Identifies potential trends in non-compliance and implements alternatives to correct non-compliance.
- Works with property owners, engineers, architects, contractors and others to assure compliance with water quality rules and regulations and provide technical assistance regarding water quality.
- Ensures customer concerns about water quality are appropriately addressed and tracked.
- Writes correspondence and prepares reports regarding water quality to both the general public and regulatory agencies. Reports to regulatory agencies must comply with those agency's requirements concerning information reported and format parameters.
- Oversees water quality and system operation records, files, and reports in accordance with requirements.
- Manages various contracts in support of the water quality programs.
- Performs other duties as assigned that support the overall objective of the position.

## Qualifications

### ▪ **Knowledge and Skills**

- Knowledge of applicable federal, state, and local policies and regulations related to drinking water quality and stormwater quality.
- Knowledge of the principles, practices, materials and operating procedures pertinent to the operation and maintenance of the drinking water distribution system and stormwater collection system.
- Knowledge of general contract and project management principles.
- Requires sufficient English language skill to prepare technical communications and reports.
- Knowledge of and skill in using specialized personal computer programs to support this level of work and common office productivity software.

### ▪ **Abilities**

- Ability to learn, interpret and apply city, state, and federal policies, rules and regulations.
- Ability to schedule and organize work assignments to ensure timely and effective completion.
- Ability to communicate technical, environmental and operational concepts to a variety of audiences.
- Ability to prepare and present clear, concise and comprehensive reports.
- Ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

### ▪ **Physical Abilities**

Requires the ability to function in an office and field environment engaged in work of primarily a moderately active nature. Requires cardiovascular fitness to walk 400 yards over varying terrain. Requires sufficient ambulatory ability to move about to office and outdoor field locations and to bend, stoop, reach, and climb on uneven terrain and in varying weather conditions. Requires auditory ability to carry on ordinary and telephonic conversations. Requires near and far visual acuity to read detailed maps, drawings, and other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment.

### ▪ **Education and Experience**

The position typically requires a Bachelor's degree in biology, chemistry, or related field with experience in water quality related activities. Alternatively the position may accept an Associates degree in biology, chemistry, or related field and five years of experience in water quality activities.

### ▪ **Licenses and Certificates**

Requires a valid driver's license, Oregon Water Distribution Level 2 certification (level 3 preferred), and Cross Connection Specialist Certifications.

### ▪ **Working Conditions**

Work is performed indoors and outdoors where safety considerations exist from variations in outdoor terrain, exposure to septic conditions and temperature variations.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*