



Title: Water Quality Inspector

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to perform technical work to ensure compliance with permit requirements, ordinances, and federal and state regulations regarding industrial wastewater discharges, potable and non-potable water, and storm water. This is accomplished by collecting water discharge samples from industrial users, sample drinking water from City distribution systems, sample water from supply sources, and sample influent/effluent from water reclamation facilities. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	In accordance with Federal, State, and Local requirements, operates water and wastewater samplers and flow recorders to collect and preserve wastewater and water quality samples from distribution systems, well sites, water treatment plants, residential/commercial customers, sewer manholes, water holding tanks, and water reclamation plants.
2	M	Conducts inspections of commercial establishments; inspects pretreatment and waste control devices/processes for compliance with standards and regulation governing grease traps and oil separation; inspects dimensions, specifications, operations, and maintenance of pretreatment and waste control devices/processes and verifies recordkeeping. Inspects new construction and recommends alternative process techniques to waste treatment devices to maintain compliance.
3	L	Review industrial waste discharge permits, including interim permits, compliance schedules, and agreements for non-compliance; issues violations for commercial/residential environmental incidents.
4	L	Investigates wastewater odor or drinking water quality complaints and recommends action. Assists with issuing violations and waste permits. Assists in conducting flow studies of City sewer mains and water systems as required.
5	L	Explain and interpret City ordinances, guidelines, codes Federal Laws and regulations, and other guidelines related to water and wastewater quality.
6	L	Compiles and prepares data for reports using statistical analysis. Prepares written reports of field inspections, flow studies, sampling events, as required.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements

Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school plus additional course work (equivalent to up to 1 year at a Community College or equivalent resulting in accumulation of similar knowledge and abilities).
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of explaining routine and non-routine business matters including how information was collected or processed or to correct a breakdown in the flow of information. Contacts are frequently with other departments. Work involves infrequent contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an infrequent requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a moderate impact on the organization. Errors are usually detected after the fact and may result in significant interruption and delay in work output and may have a moderate impact on resources within a department. Errors may have an impact on other departments and external relationships.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsible for personal performance as a source of serious safety risk. Work involves the use of hazardous tools, equipment and/or materials OR ensuring organizational compliance with rules, procedures and legislation safe operation of facility, safety and development of safe work procedures.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	One (1) Arizona Department of Environmental Quality (ADEQ) Grade II operator certification at time of hire. Valid Arizona Class "D" Drivers License upon hire.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "M"				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, in field
Sitting	O	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	F	Supplies, files, equipment
Carrying	F	Supplies, files, equipment
Pushing/Pulling	F	File drawers, tables and chairs, equipment/tools, hoses
Reaching	F	For supplies, for files, for equipment/tools
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, tools/equipment
Kneeling	F	Filing in lower drawers, retrieving items from lower shelves/ground, in equipment, for maintenance
Crouching	F	Filing in lower drawers, retrieving items from lower shelves/ground, making repairs
Crawling	R	Under equipment
Bending	F	Filing in lower drawers, retrieving items from lower shelves/ground, making repairs
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	O	Stairs, ladders, onto equipment
Balancing	O	On step stools, on equipment
Vision	C	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, samplers, meters, variety of hand tools, trucks, manhole hooks, gas detectors, Microsoft Office and related software.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards					F		Respiratory Hazards			D
Chemical Hazards					F		Extreme Temperatures			S
Electrical Hazards					O		Noise and Vibration			M
Fire Hazards					R		Wetness/Humidity			S
Explosives					R		Physical Hazards			D
Communicable Diseases					F					
Physical Danger or Abuse					O					

PROTECTIVE EQUIPMENT REQUIRED:

Hardhat, safety vest, safety footwear, gloves, safety glasses, ear protection.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			F
Emergency Situation			O
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			F
Noisy/Distracting Environment			F
Other			

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other	
Recreation/Neighborhood Center			