

JOB DESCRIPTION

Job Title: Water Quality Assurance Specialist
Reports To: Water Quality Assurance Lead
FLSA Status: Non-Exempt
Department: Production
Date: April 24, 2023

Summary:

Collect, test, and analyze water and other related samples to determine physical, chemical, and bacteriologic components. In addition, perform a variety of skilled and semi-skilled technical duties in the operation and maintenance of water treatment plants.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Collect samples from various locations and from various plant treatment processes in a valid manner consistent with good water sampling practices to prevent cross-contamination and inaccurate results.
- Document the collection of samples and other data by following established protocols. Submit clear and detailed field records documenting all sampling and monitoring activities.
- Perform a variety of laboratory tests, document results, and take appropriate actions.
- Make inspections of treatment process components and equipment, including monitoring plant operations through reading gauges, graphs, meters, and computer control panels.
- Monitor and document chemical inventories, change chemical cylinders/containers and make chemical solutions when required.
- Calculate flow rates and chemical dosages and calibrate equipment.
- Perform plant preventative maintenance tasks.
- Perform routine maintenance on assigned equipment, including the calibration, maintenance, and service of process control instrumentation.
- Assist in maintaining and repairing water treatment equipment, including, but not limited to, pumps, generators, fans, feeders, and filters.
- Provide information to assist operators in resolving chemical treatment questions.
- Maintain a current knowledge of water chemistry, bacteriology, water quality assurance, EPA certified procedures, and related fields relevant to work.
- Respond to customer complaints and questions.
- Perform all necessary reporting.
- Perform other tasks as designated by supervisory personnel.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED) and four (4) to six (6) years' related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple written procedures and instruction manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and company employees.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Work Order Processing, Word Processing, Excel, E-Mail, Internet Software.

Other Knowledge, Skills, & Abilities:

None required for this position. Additional laboratory and safety training may be required.

Certificates and Licenses:

Valid State of Texas Driver's License. Texas Class C Water Operator Certificate (Groundwater).

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, and outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals; biological hazards; risk of electrical shock; and vibration. The employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually moderate.

Physical Demands:

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.