

## CITY OF BURBANK

### WATER QUALITY ANALYST

#### DEFINITION

Under general supervision, to perform a variety of analytical and technical tasks in the administration of the City's Water Quality Programs; assist the utility in ensuring regulatory compliance with Federal and State water legislation and policy; and perform related work as required.

#### ESSENTIAL FUNCTIONS

Develops, implements and regularly updates the Water Division's Water Quality and Production programs and trains employees as necessary; participates as a member of the Water Division's water regulation compliance group; advises the Production/Operations section staff of water quality concerns that may affect treatment and/or operations; assists with oversight of the Water Division's Cross Connection Control Program; performs analysis and conducts studies; assists in the preparation of water data reports, plans, procedures, specifications, research and the administration of contracts; responds to customer water quality inquiries and complaints; maintains files and databases; compiles data and daily logs of water production, water quality activities and analyzes and interprets results of water tests; participates in consultations with regulatory agencies such as the State Department of Health, Los Angeles County Department of Health Services, Environmental Protection Agency, Regional Water Quality Control Board and other interested parties; assists in the preparation of the applications for the National Pollution Discharge Elimination System (NPDES) permit program and reviews data for compliance of established permits under NPDES; performs periodic review of cross connection program records to ensure compliance to Title 17 requirements; performs laboratory inspections; reviews and updates a variety of basic laboratory procedures for bacteriological testing and qualitative testing of water samples in the laboratory and in the field; reviews laboratory logs and records for accuracy and prepares various reports; develops and implements the water laboratory quality assurance/quality control procedures and maintains documentation; administers contract laboratory services including scheduling, reporting and invoice processing; reviews and interprets laboratory reports; participates in laboratory accreditation and may act as signatory for laboratory reports; attends conferences and meetings related to regulatory compliance of permits and programs implemented by the Water Division; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of – principles of water treatment and quality tests; regulatory codes and laws relating to the operation of a water system, including but not limited to Title 17 (cross connection) and Title 22 (water quality); NPDES permit program; occupational hazards and safety precautions in the workplace; Federal and State requirements and standards for analyzing potable water; research methods and analytical techniques; modern office procedures, practices and equipment, including but not limited to computer equipment and supporting software.
- Skill in – Microsoft Office Windows programs, including but not limited to Access, Excel, and Word.
- Ability to – work according to safety standards; research, analyze, and interpret water quality or environmental regulations or issues and prepare written reports; compile, review, and analyze data; maintain records and files; read and interpret blueprints and diagrams; perform basic laboratory water testing; operate assigned laboratory equipment; communicate effectively both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, the public, and outside agencies.

**Education/Training:** Graduation from high school or equivalent, supplemented by two years of technical training, job experience and/or college courses such as biology, chemistry, computer applications, environmental science and other subjects related to water quality and production and three years of recent experience in water quality analysis, or a related profession in a public or private water utility system or related industry.

**License & Certificates:** A valid T-2 Water Treatment Operator certificate issued by the State of California Department of Health Services and a valid D-2 Water Distribution Operator certificate issued by the State of California Department of Health is required within two years of appointment; certification by AWWA or CWEA as a Water Quality Laboratory Analyst Grade I at time of appointment; a valid California Class "C" Driver's License or equivalent at time of appointment.

#### SUPPLEMENTAL INFORMATION

None.

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BCEA

Civil Service Classification  
FLSA Non-Exempt