



## WATER QUALITY SPECIALIST 1

**Department:** Planning and Public Works  
**Job Class #:** 931300  
**Pay Range:** Engineering/Technical 02

**FLSA:** Non-Exempt  
**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is an entry level assistant to higher level positions in the Water Quality Classification Series. An employee in this class performs both office and field work and is responsible for assisting staff of the Water Quality Division in support of their responsibilities.

**SERIES CONCEPT:** This is the entry level of the Water Quality Series. This classification is distinguished from other classes in the series by performing routine administrative, data entry, and other assignments under the supervision of higher level staff.

### **ESSENTIAL FUNCTIONS:**

- Research and obtain design, construction, maintenance and inspection records for use by technical assistance staff.
- Under direction from higher level staff, coordinate, organize, schedule rooms, and prepare materials for public workshops on maintaining stormwater management facilities; schedule and prepare materials for meetings with other jurisdictions.
- Assist with maintaining and updating websites for stormwater management.
- Conduct data entry of inspection, technical assistance and compliance visits.
- Prepare routine reports for staff and supervisors from Maintenance Connections Data Base.
- Under direction from higher level staff, prepare brochures, materials, displays, and participate in public events on stormwater water and water quality management.
- Assist in field inspections, monitoring, program development, report writing, and data management.
- Route citizen water quality complaints to appropriate staff; enter drainage complaints into central system.
- Refer citizen complaints as they pertain to illicit discharges, water quality, and stormwater management concerns.
- Monitor citizen complaint line and document calls.
- Assist in technical review meetings.
- Prepare documentation in the form of written reports, summarize findings, and write a variety of memos and letters.
- Attend meetings, seminars, and classes in order to keep current with stormwater best management practices and new technologies.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

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**SUPERVISION RECEIVED AND EXERCISED:** This position works under the direction of an administrative superior. Work is reviewed for techniques applied, proper water quality effect, and results achieved. This position is not responsible for supervision of staff.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Water Quality Specialist 1 works in an office and in the field on a routine basis. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Field inspection work is performed outdoors, around rivers, streams, lakes, water runoff sites, in flooded areas, and related environmentally sensitive areas that are subject to cold weather, rough or unstable terrain, and wet conditions. Work is subject to frequent interruptions and normal office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Hand and finger dexterity to operate equipment used in the position, talking, seeing, and hearing. Walking, sitting, bending/stooping, pushing/pulling, reaching and lifting associated with water samples and sampling equipment weighing up to 40 pounds. Ability to travel to work sites and meetings away from regular work site may be required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Federal, state, and local regulations protecting water quality and regulating stormwater.
- Effects of development and proposed developments on watersheds
- Planning and permitting processes, particularly in the areas of environmental and stormwater management.
- Principles, practices, and techniques of stormwater management.

**Skill In:**

- Dealing effectively with the public to handle difficult or confrontational situations.
- Using computers and software such as Excel, Word and instrumentation of software.

**Ability to:**

- Assist in communicating technical information in written and oral form with property owners, businesses owners, Surface Water Management staff, other Pierce County departments, and regulatory agencies for reporting, documentation and enforcement actions.
- Assist in field research, collect, and analyze biological and physical data using standard research methodology.
- Understand industrial discharges, assemble appropriate limitations, monitor and reporting requirements into industrial permits, and conduct activities to assure permit compliance.
- Assist in reviewing laboratory analyses pertaining to illicit stormwater discharges.
- Maintain records, produce documents and interpret results.
- Assist in preparing reports, permit applications, and related materials.
- Understand and forward on advice and recommended solutions to problems.
- Read a variety of maps, plans, blueprints, and charts.
- Read, understand, and interpret technical reports and data, environmental documents, and related materials.

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- Review technical literature and regulations to provide assistance for further analysis on advice and information to property owners, business owners, other Surface Water Management staff, and other Pierce County departments.
- Understand applicable federal and local laws, rules, regulations, and policies governing management of stormwater and the protection of water quality.
- Use and operate a personal computer, spreadsheet and other related software.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** One year of college or post-high school technical training or one or more years of responsible related experience. Additional education or experience may substitute equally for the recruiting requirements. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position.