



## WATER QUALITY SPECIALIST 3

**Department:** Planning and Public Works  
**Job Class #:** 931500  
**Pay Range:** Engineering/Technical 07

**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 professional level position in water quality and storm water that performs as a lead technical inspection, investigative, monitoring program, and compliance work related to environmental issues with emphasis on stormwater management and water quality for Pierce County. An employee in this class performs both office and field work and is responsible for leading inspections of public and private stormwater facilities, monitoring programs, and for providing technical assistance on compliance to facility owners and operators.

**SERIES CONCEPT:** This is the third level of the Water Quality Series. This classification is distinguished from the Water Quality Specialist 2 by having lead functions and a responsibility for more sophisticated or complex stormwater management issues requiring a higher level of technical knowledge.

### **ESSENTIAL FUNCTIONS:**

- Lead of a water quality unit or program or project; assign work to a specific work unit and ensure tasks are completed correctly and timely; may approve leave requests and work schedules; provide input on performance evaluations.
- Provide direction, assistance and training to less experienced employees.
- Correspond with citizens, engineers, contractors, and other agencies in matters of spill prevention, water quality protection, and stormwater management; respond to complex questions and information requests regarding best management practices and stormwater management regulations.
- Oversee stream flow discharge following the USGS guidelines.
- Conduct monitoring of publicly-owned outfalls for stormwater characterization.
- Conduct effectiveness monitoring of specific best management practices.
- Conduct flow monitoring.
- Prepare quality assurance project plans (QAPPs) for monitoring programs.
- Conduct and direct on-site inspections of sophisticated or complex stormwater management facilities associated with industrial, commercial, and multi-family land use; determine or verify the proper operation and maintenance of stormwater management facilities and implementation of stormwater Best Management Practices.
- Meet with various entities and inform of violations; explain the intent of code and provide options on resolution through written and verbal communication.
- Conduct field investigations, interview witnesses, research property information, review applicable codes, photograph site, take water quality samples and gather additional evidence as necessary to confirm or identify violations.
- Resolve sensitive, and at times volatile, complaints through enforcement of codes and mediation between parties.
- Review maintenance agreements for new and existing developments to ensure completeness and compliance with applicable regulations.
- Respond to spills or illegal discharges into the municipal separate storm sewer system or to surface water, and take appropriate action.
- Review permit applications, engineering reports, plans and specifications, and discharge monitoring

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reports to ensure compliance with applicable regulations; pursue and assist with enforcement actions against violating sites; perform follow-up inspections to insure violations are corrected.

- Oversee division data and file management and maintenance; prepare written reports, summarize findings, and write a variety of memos and letters.
- Provide technical assistance to County departments, governmental agencies, consulting firms and members of the public; respond to citizen concerns, questions, and complaints about water quality issues.
- Prepare and implement Water Quality Monitoring Plans for Surface Water Management projects.
- Respond to spills or illicit discharges into the municipal separate storm sewer system or to surface water and take appropriate action.
- Lead field investigations involving illegal water quality discharge; provide information to the Prosecuting Attorney's Office if required and may appear as a witness in court in any legal actions taken.
- Respond to citizen complaints as they pertain to illicit discharges, water quality and stormwater management concerns.
- Coordinate activities with Surface Water Management staff, County departments, other agencies, and members of the public.
- Participate in technical review meetings.
- Prepare detailed documentation in the form of written reports, summarizes findings, and writes a variety of memos and letters.
- Issue infractions and provides follow-up to departments and district court.
- Coordinate efforts with the department, division, and other agencies to insure appropriate action and uniformity of interpretation, application and enforcement of regulations and codes.
- Attend meetings, seminars, and classes in order to keep current with stormwater best management practices and new technologies.
- Represent the Surface Water Management department at various meetings.
- Participate in the establishment, development, or amendment of related codes and ordinances.
- 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.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under the general direction of an administrative superior who reviews work periodically through conferences, reports, and results achieved. Employees work independently or may lead a small group of lower level technicians and have the authority to make decisions within pre-established standards on non-policy issues. This classification is responsible for leading lower level staff in an assigned area.

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**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 3 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.
- Principles and practice of collecting, documenting, recording and preserving environmental data and samples.
- 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.
- Quality Assurance Project Plan (QAPPs) requirements.

**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:**

- Assign work to a specific work unit and ensure tasks are completed.
- May approve leave requests and work schedules.
- Provide input on performance evaluations.
- Analyze biological and physical data using standard quality assurance methodology.
- Communicate technical information in written and oral form with property owners, businesses owners, Water Programs staff, other Pierce County departments, and regulatory agencies for reporting, documentation and enforcement actions.
- Conduct field research, collect, and analyze biological and physical data using standard research methodology.
- Evaluate industrial discharges, assemble appropriate limitations, monitor and reporting requirements into industrial permits, and conduct activities to assure permit compliance.
- Handle pressure and interruptions due to changing priorities and workloads.
- Interpret laboratory analyses pertaining to illicit stormwater discharges.
- Maintain records, produce documents and interpret results.
- Prepare reports, permit applications, and related materials.
- Provide advice and recommend solutions to problems.

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- Read a variety of maps, plans, blueprints, and charts.
- Read, understand, and interpret technical reports and data, environmental documents, and related materials.
- Review technical literature and regulations to provide advice and information to property owners, business owners, department staff, and other Pierce County departments.
- Understand, interpret, and apply 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.
- Work independently with minimal supervision and to accomplish the goals of the Department.
- 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:** Four years of college or post-high school technical training and three or more years of progressively 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.