



City of Kingman
 310 N. Fourth Street, Kingman, AZ

Classification:	Water Quality Program Manager				
Department:	Public Works – Water Operating				
Accountable To:	Water Superintendent				
Created/Revised Date:	July 2014	Band:	C	EEO4	3
FLSA Status:	Non-Exempt	Salary Grade:	211		

General Description of Position:

The primary function of an employee in this class is to perform a variety of technical oversight in the planning and organizing of the day-to-day compliance monitoring activities of water quality assurance and control program. This position has an advisory and compliance role in water quality operations, compliance monitoring, regulatory compliance and reporting. Makes recommendations to supervisor, provides training, and analyzes data to prepare statistical and narrative reports.

Distinguishing Characteristics:

This is a technical level position involved in the coordination and monitoring of programs and processes to ensure compliance.

Supervision Received:

Works under the general supervision of the Water Superintendent.

Supervision Exercised:

May provide technical supervision and oversight of staff as needed.

Essential Duties and Responsibilities: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

1	Assists with the implementation and enforcement of federal and state regulations and city codes pertaining to the public drinking water and sanitary sewer system.
2	Uses proper techniques to ensure all samples collected are properly preserved and identified for submittal to the laboratory for analysis; makes recommendations and prepares information packages for escalated enforcement activities; and conducts sampling to ensure daily, weekly, monthly, and yearly compliance.
3	Responds to customer concerns regarding water quality or related issues, using tact, diplomacy and respect for the customers' needs and concerns. Works with vendors concerning quotes and orders, following city procurement code.
4	Researches, interprets, and monitors applicable regulatory standards, statutes, and regulations, and determines potential impact on the City. Assists in formulating a City response and insuring continued City compliance.
5	Stays current with changes in applicable standards, statutes, and regulations and informs/educates operating personnel of changes. Including, but not limited to, Federal statutes including, but not limited to, the Clean Water Act, Safe Drinking Water Act, Endangered Species Act and Clean Air Act.
6	Coordinates water quality and environmental aspects of technical and regulatory work with various City Departments and functions. Assists City departments in developing and implementing compliance strategies.
7	Provides technical expertise and subject matter resource. Provides training and responds as a technical resource to department and City staff on software updates and changes in regulations and procedures. Provides technical advice on water quality and environmental issues.
8	Performs statistical analysis of pretreatment data, drinking water data, and reclaimed water data to identify baseline conditions, trends and anomalies, and to provide early warning of changing conditions in such systems.
9	Develops appropriate queries and report formats to provide data sets that make possible the completion of regulatory reports, support decisions making for facility design, and provide appropriate responses to citizen inquiries.
10	Processes the results of data base queries with companion software to statistical analysis or graphical presentation.
11	Responsible for preparing and distributing the annual Consumer Confidence Report and assists department other required regulatory reports.
12	Interprets City ordinances relating to department services and recommends procedures to improve efficiency and effectiveness of operations, handling questions and matters of a more technical nature.
13	Establishes internal audit program and schedules and implements quality control parameters and proficiency testing.
14	Compiles data and prepares reports for intra- and inter-agency use as needed.



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15	Develops recordkeeping, reporting and communication protocols between water quality functions to assure timely and accurate transmissions of data.
16	Represents the city and acts as a liaison to regulatory agencies, environmental groups, and technical committees by representing the city's interest and position.
17	Coordinates water quality public relations projects including preparing presentations, media materials, flyers, etc.
18	Promotes water quality and environmental awareness throughout the organization and to the general public.
19	Prepares monthly and other time required compliance reports to Federal, State and Local agencies.
20	Keeps supervisor informed of daily operations, important developments, and short and long range work activities.
21	Works in a safe manner and reports unsafe activities, conditions and faulty equipment.
22	Maintains professional and effective working relationships by providing exceptional customer service.
23	Maintains regular attendance and punctuality.

Peripheral Duties:

1	Performs related work as assigned
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Desired Minimum Qualifications:

Education and Experience:

--	Graduation from high school or GED; supplemented by education with at least college level coursework in chemistry, biology, chemical engineering or related field
--	3 – 5 years of experience working with and knowledge of water treatment, water distribution, and water reclamation monitoring programs, including 1 year of operational experience as an ADEQ Grade II certified Wastewater Treatment Plant Operator.
--	Any combination of education and experience which demonstrates the knowledge and experience to perform the duties and responsibilities of the position.

Knowledge:

--	Considerable knowledge of applicable Federal, State and local laws, regulations and standards related to Water Utility and Wastewater Treatment Plant Operation and Maintenance.
--	Considerable knowledge of the techniques involved in the collecting of water, sewer and industrial waste samples, and interpreting the related analytical results.
--	Considerable knowledge of sampling techniques and procedures as applied to water and wastewater analysis including the methods, tools and standard practices for obtaining and testing water and wastewater samples.
--	Considerable knowledge of the equipment, operation, and maintenance of water utilities and waste treatment facilities.
--	General knowledge of chemistry as it pertains to potable water and wastewater treatment.

Skills:

--	Effective, safe operation of listed tools and equipment
--	Effective detection and skill in suggesting corrections to inferior or deficient design, workmanship, materials, and other hazards in an on-site inspection.

Abilities:

	To read manuals, instructions, data sheets, letters, memos, and analytical reports.
	Requires comprehensive, practical knowledge of the applicable occupational field to be able to use analytical judgment and decision making abilities.
	To conduct bacteriological sampling and lab work using standard techniques.
--	Maintain records and data in computerized form.
--	Perform general mathematical calculations in order to calculate quantities, trends, times, distances, measures, and weights.
--	Analyze and systematically compile technical and statistical data and prepare comprehensive written reports.
--	Express oneself clearly and concisely, both orally and in writing and maintain effective working relationships with fellow employees, City staff, external agency personnel, Officials and the general public.
--	Read and interpret technical specifications, engineering and operational manuals for industrial pretreatment, wastewater collection and treatment facilities.
--	Read and interpret meters, gauges, and testing and monitoring equipment.
--	Operate and maintain sampling and testing equipment.
	To maintain good working relationships with a diverse work group, other departments, agencies, and general public.



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--- To enter and retrieve data from a PC using Microsoft and other software products.

Special Requirements/License/Certifications:

-- Valid state driver's license appropriate for the type of equipment being operated.

-- ADEQ Grade III Water Treatment Plant Operator certification is preferred.

Tools & Equipment Used:

The tools and equipment attached to the job description are representative of those that must be effectively used 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.

Physical Demands:

The physical demands attached to the job description 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.

Work Environment:

The work environment characteristics attached to the job description 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.

Expected Behavior/Quality of Service:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

-- **Commitment** – Dedicate oneself to consistent and excellent public service

-- **Innovation** – Implement unique, creative and cost-effective solutions.

-- **Communication** – Communicate in a positive, honest and productive manner

-- **Integrity** – Adherence to high ethical standards, doing the right thing when no one is watching

-- **Diversity** – Promote inclusiveness and impartiality throughout the organization

-- **Personal Responsibility** – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

-- **Respect** – Demonstrate a high regard for others, support each other, don't participate in gossip

-- **Teamwork** – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

Selection Guidelines:

Submittal/review of employment application, screening/rating of application in relation of training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the position changes.

Employee Sign-Off: I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:

Date:

Employee Name Printed: