



City of Fife
Senior Water Quality Specialist

SALARY	\$7,622.63 - \$8,334.92 Monthly \$91,471.56 - \$100,019.04 Annually	LOCATION	Fife, WA
JOB TYPE	Full-Time, Regular	JOB NUMBER	2023-00081
DEPARTMENT	Public Works	OPENING DATE	09/29/2023
CLOSING DATE	10/22/2023 11:59 PM Pacific		

POSITION DESCRIPTION

Operating as the “Lead” for the water division, this position provides instruction and direction to subordinates while being responsible for the daily operation and maintenance of the City of Fife’s public water system. Coordinates scheduled work programs for water quality sampling, monitoring, treatment operations, production operations, equipment and facility maintenance, and performs a variety of tasks related to these programs at a highly skilled level. Responsible for operating and maintaining water production wells, water storage tanks, flow control facilities, diagnosing and handling complex operations throughout the water facilities; and obtaining data to analyze and monitor ground water, and distribution system water quality, including sampling for regulatory chemical, physical and biological parameters requiring competent planning and organizational skills.

ESSENTIAL DUTIES

- Act as the “Lead” for the water division staff and coordinates water production and water treatment activities, while monitoring and complying with all safety measures and procedures.
- Manage the day-to-day operation of the city’s public water system including, but not limited to: scheduling of maintenance, purchasing materials, implementing an improvement program, and assuring compliance with applicable regulations.
- Responsible for direct supervision of maintenance personnel, and ensures work performed conforms to quality and efficiency standards.
- Provide for the safe, reliable, and efficient production and distribution of potable water to customers.
- Responsible for water quality; including sampling and testing, implementing a cross connection control program, and treatment to maintain water quality at or above applicable standards.
- Train maintenance personnel in the proper operation and maintenance of equipment, piping systems, repair materials, and chemicals used in the operation of the water system.
- Perform basic, as well as advanced or technical repair and/or routine maintenance of the water system and its components.
- Perform similar duties, as needed or assigned, in repair and /or maintenance of streets and rights-of-ways, and storm water, and wastewater collection systems.
- Assist with the water division budget and planning. Recommends construction standards and policies to the Public Works Director and Superintendent. Implements and assists with updates of the water system plan. Performs plan review and creates and updates as-built drawings.
- Provide customer service for a variety of areas, including routinely assisting customers with billing issues, leaks, fire flow data, public records requests, and water quality concerns.

- Position routinely interacts with regulatory agencies and acts as the operator in responsible charge of the water system.
- Provide technical customer service to other departments.
- Performs various computer related tasks as directed or assigned.
- Comply with all safety measures and procedures.
- Respond courteously to questions or concerns from the public within scope of knowledge and refers other questions to appropriate employee/supervisor.
- Act as a public relations representative when collecting samples from a customer's tap and able to respond to and resolve difficult customer water quality complaints.
- Troubleshoot complex water quality and operational issues in the system.
- Maintain accurate water quality field records and files for City, State, and Federal monitoring purposes, and performs QA/QC on all state and federal regulatory reports.
- Assist in maintaining information for water production and water usage including field data recorded from wells, booster stations, storage tanks, intertie connections etc.
- Analytically collect routine, special, and regulatory water samples for commercial and state laboratory testing.
- Evaluate existing operation and maintenance issues to develop solutions, exercises judgment and make decisions within the scope of each assignment.
- Inspect water facilities on a regular basis to ensure proper operations as directed.
- Demonstrate continued vocational and/or technical training in water system operations and maintenance by regularly attending relevant training.
- Contribute to the effective operation of the water division and public works department by performing other duties as required or assigned.

EDUCATION, EXPERIENCE & OTHER REQUIREMENTS

- Certification by the Washington State Department of Health as a Water Distribution Manager 3 or Higher.
- Certification by the Washington State Department of Health as a Cross Connection Control Specialist 1.
- Have a minimum of (3) years of experience in the operation of a Group A public water system. Prefer at least (1) year of supervisory experience.

Additional Requirements:

- Washington State Class B Commercial Driver's License (CDL), with Airbrake and Tanker Endorsements required within 1 year of employment. CDL training may be funded by the City.
- Must have or be able to obtain within 6 months, a Basic First Aid/CPR card from an approved agency.
- Must have, or be able to obtain within 6 months, a Washington State Traffic Control Flaggers Card.
- Completion of City funded training in Asbestos-Cement Pipe Work Practices required within 2 years.
- Completion of City funded training in Competent Person and Cave-in Protection required within 2 years.
- Completion of City funded training in Confined Space Entry required within 2 years.

ADDITIONAL INFORMATION

KNOWLEDGE OF:

- Knowledge of and ability to perform water, street, storm water, and wastewater collection maintenance procedures.
- Knowledge of safe working procedures and practices.
- Knowledge of state and federal regulations pertaining to the safe and efficient operation of a public water system.
- Knowledge of chemical and biological principles as they apply to water quality.
- Knowledge and understanding of the concepts of basic hydraulics in a water system.
- Demonstrate the ability to safely operate a variety of vehicles, heavy equipment, and power tools typical of the water industry.
- Knowledge of and the ability to operate basic office equipment and software including Word, Excel, Outlook, etc.
- Knowledge and understanding of the Washington State Department of Health Drinking Water Regulations and how the regulations affect the City's water operations.

- Must have demonstrated high competent skill and ability to operate computer systems and have experience with data entry software and the ability to create spreadsheet reports.
- Must have demonstrated high competent skill and ability to understand and follow complex oral and written instructions.
- Must demonstrate proficiency in written and verbal communication skills including the ability to prepare clear and concise written correspondence, technical reports, business correspondence, and procedure (SOP) manuals, maintaining accurate records and time sheets, and strong understanding of most water operations job functions.
- Must have demonstrated competent skill and ability to present information and respond to questions from groups of managers, clients, customers, elected officials, and the general public.
- Must have demonstrated high competent ability to meet schedules and timelines with minimal supervision.
- Proven ability to function as an effective team leader with professionalism and respect in all workplace interactions.
- Must have demonstrated high competent skill and ability to exercise good judgment and analyze situations accurately.
- Must have demonstrated high competent skill and ability to establish and maintain effective working relationships with City personnel, elected officials, and customers.
- Must have demonstrated high competent skill and ability to train and mentor lower-level water staff to become proficient at their level and the next level above.
- Proficient in reading and interpret instrumental data output and take effective course of action.

ABILITY TO:

- Ability to maintain equipment and make minor mechanical repairs.
- Ability to function independently and as part of a team.
- Ability to be tactful and courteous, when interacting with customers, regulators, consultants, contractors, and co-workers.
- Ability to perform manual labor and withstand exposure to variable weather conditions, loud noise, hazardous chemicals and odors, and enter confined spaces.
- Ability to operate laboratory field equipment safely and effectively for water analysis.
- Must have demonstrated high competent knowledge, skill, and ability in collecting various types of water samples for regulatory chemical and biological monitoring for municipal drinking water supplies.

Agency

City of Fife

Address

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Phone

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Website<http://www.cityoffife.org>