JOB DESCRIPTION

TITLE: Environmental Services Specialist

DIVISION: Water Quality or Water Resources

DEPARTMENT: Environmental Services

SRN: A37

REPORTING RELATIONSHIP:

Reports to: Water Quality Supervisor or Water Resources Supervisor

Supervises the following: N/A

DEFINITION: Under general direction, performs technical environmental services work related to gathering, summarizing, evaluating and reporting water quality or water resources data and implementing water quality or water resources programs related to water supply and water quality in the fields of irrigation, domestic water, sanitation and stormwater

ESSENTIAL FUNCTIONS:

1. Review, research and evaluate proposed water quality or water resources regulations and prepare water quality or water resources division reports

2. Prepare schedules and delegate assignments to environmental services coordinators, environmental services technicians and aides

3. Interpret water quality or water resources data and prepare technical reports and correspondences in response to requests from regulatory agencies, consultants and the public

4. Perform special studies and research related to water quality or water resources as assigned

5. Attend meetings related to water quality or water resources as a CVWD representative and prepare meeting summaries, evaluations and recommendations for lead water quality or water resources division personnel

6. Prepare standard monitoring procedures and implement water quality or water resources monitoring programs with a minimum amount of supervision

7. Review, summarize and analyze complex water quality or water resources data

8. Allied functions related to regulatory compliance, monitoring, analysis and reporting for water quality and water supply issues in the fields of sanitation, domestic water, irrigation and stormwater
JOB DESCRIPTION

Environmental Services Specialist
Page 2

MINIMUM QUALIFICATIONS:

License or Certificate: Valid Vehicle Operator’s License issued by the state Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way would be to have three years of experience as an environmental services coordinator working with water quality, water resources, laboratory, and regulatory issues in an irrigation, domestic water, sanitation and stormwater or similar environment.

Education: A Bachelor of Science Degree in Environmental Science, Engineering, Chemistry, Biology or a related field from an accredited college or university is required.

Knowledge of:
- CVWD rules and regulations
- Location of CVWD facilities and how these facilities operate within systems
- Methods of collecting, preserving and documenting water quality samples
- Methods of water quality field measurements including field instrument calibration
- Methods of stream flow measurements and water level monitoring
- Computer program concepts, spreadsheets and databases as they relate to data management, record keeping, data evaluations and reports
- Mapping and GIS
- General knowledge of the processes involved with irrigation, domestic water, sanitation and stormwater engineering
- Principles of chemistry, chemical safety, and aseptic technique related to water quality testing
- Principles of statistics related to data summaries and evaluations
- Water quality standards, permits and environmental regulations related to the fields of irrigation, domestic water, sanitation and stormwater
- Environmental regulations such as the Clean Water Act, the Clean Air Act and the Safe Drinking Water Act
- California laws and regulations pertaining to public drinking water systems and sewage collection, treatment, reuse and disposal
- Laboratory analytical methods, instruments and procedures used for water quality testing in the fields of irrigation, domestic water, sanitation and stormwater
MINIMUM QUALIFICATIONS (Cont.):

Abilities:
- Make accurate mathematical calculations
- Follow written and oral instructions and directions
- Understand technical water quality and water supply data
- Organize water quality and water supply data from multiple sources into accurate reports
- Work cooperatively with others
- Communicate effectively verbally and in writing
- Summarize and evaluate statistical water quality or water resources data
- Use personal computer applications and Internet services to summarize and evaluate water quality data and research water resources issues
- Review complex technical regulations and reduce these regulations to their effect on CVWD interests
- Possess technical writing skills as required for the preparation of environmental compliance reports and correspondence
- Evaluate complex chemical, biological and radiological regulations, reports and manuscripts

PHYSICAL REQUIREMENTS:

1. Drive CVWD vehicle to job sites including over rough terrain.
2. May work in extreme weather conditions including heat and rain.
3. Use telephone and two-way radio to communicate.
4. Use personal computer, keyboard, mouse and monitor for long periods.

See Human Resources for physical assessment form.