

JOB DESCRIPTION

TITLE: Environmental Services Aide III

DIVISION: Water Quality or
Water Resources

DEPARTMENT: Environmental Services

SRN: A25

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 and summarizing water quality or water resources data in the fields of irrigation, domestic water, sanitation and stormwater

ESSENTIAL FUNCTIONS:

1. Perform field work related to water quality or water resources including water quality monitoring, stream flow estimates, water level determinations and water quality or water resources investigations including groundwater producer investigations
2. Input water quality or water resources data into CVWD databases
3. Respond to customer water quality or water resources concerns
4. Summarize field inspections for water quality or water resources personnel
5. Collect data for water quality and water supply evaluations performed by CVWD personnel
6. Summarize data used to prepare reports related to water quality or water resources including unreported groundwater production investigations, well recordation notices, drainage monitoring, water level monitoring, well site evaluations, source water assessments, and state well number assignments
7. Prepare letters in response to public requests for water quality or water resources information
8. Work with supervisor, co-workers and customers to complete assigned tasks

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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 two years of experience as an environmental services aide II working with water quality, water resources, laboratory and regulatory issues in an irrigation, domestic water, sanitation and stormwater or similar environment.

Education: Typically, the successful candidate will have completed college level coursework in biology, chemistry, engineering or environmental science.

Knowledge of:

- CVWD rules and regulations
- Location of CVWD facilities
- 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 entry
- Processes involved with irrigation, domestic water, sanitation and stormwater services
- Principles of aseptic technique, chemistry and chemical safety related to water quality sampling

Abilities:

- Make accurate mathematical calculations
- Follow written and oral instructions and directions
- Understand technical water quality and water supply data
- Record water quality and water supply data from multiple sources
- Work cooperatively with others
- Communicate effectively verbally and in writing

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PHYSICAL REQUIREMENTS:

1. Drive CVWD vehicle to job sites including over rough terrain
2. Work in extreme weather conditions including heat and rain
3. Work shifts with variable working periods
4. Use telephone and two-way radio to communicate
5. Use personal computer, keyboard, mouse and monitor for long periods
6. Lift and carry objects weighing up to 75 pounds over rough terrain
7. Wade in streams to collect samples and measure flows

See Human Resources for physical assessment form.