

JOB DESCRIPTION

TITLE: Environmental Services Coordinator

DIVISION: Water Resources or
Water Quality

DEPARTMENT: Environmental Services

SRN: A33

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 coordinating the collection of this data in the fields of irrigation, domestic water, sanitation and stormwater

ESSENTIAL FUNCTIONS:

1. Perform and coordinate 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. Work with and train environmental services aides and technicians to perform water quality or water resources monitoring and related field work
4. Respond to customer water quality or water resources concerns
5. Summarize and evaluate field inspections to provide recommendations for corrective action
6. Coordinate the preparation of 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. Perform water quality or water resources evaluations requiring the preparation of charts, maps, data spreadsheets and technical reports

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ESSENTIAL FUNCTIONS (Cont.):

8. Perform research, water quality or water resources monitoring and data evaluations as needed to generate letters and reports in response to public requests for water quality or water resources information

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 technician 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 significant college level coursework in biology, chemistry, engineering or environmental science. An Associate of Science Degree in Environmental Science, Chemistry, Biology or a related field from an accredited college or university is preferred.

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 and data evaluations
- Mapping and GIS
- General knowledge of the processes involved with irrigation, domestic water, sanitation and stormwater engineering
- Principles of aseptic technique, chemistry and chemical safety 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

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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 or water resources data and research water quality or water resources issues

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

See Human Resources for physical assessment form.