

Tualatin Valley Water District



Delivering the Best Water  Service  Value

Title: Water Quality Inspector

Job Grade: 5

Reporting to: Water Quality Program Supervisor

Department: Engineering Services

Tualatin Valley Water District believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to achieve our mission to provide our community quality water and customer service.

Overall Purpose of the Job: Support the development, implementation and monitoring of a comprehensive, District-wide Water Quality program that adheres to Federal, State and District requirements and regulations. Perform technical program work related to water quality inspections and sampling. Assist with data collection, analysis and interpretation, internal research projects and support for assigned programs.

This position has been identified as safety sensitive because one or more of the following are essential functions of the position: Operating heavy equipment, operation of a commercial vehicle, setting up work zone traffic control, confined space work, trenching and excavation work, operation of a forklift, flagging, working with water treatment chemicals, or driving (as a primary function of the position).

Essential Job Functions:

- Perform annual testing, maintenance and repair of all District owned backflow assemblies.
- Provide technical knowledge in the development and maintenance of District requirements and standards for cross connection control and water quality sampling and testing.
- Assist with a variety of program tasks, including, but not limited to, data analysis and interpretation for the District's contract backflow testing programs, assigning work to contract backflow assembly testers, in-field support during water quality investigations and providing technical knowledge in the development of District requirements and standards for cross connection.
- Schedule and perform inspections for residential properties to assess hazard level and determine the appropriate level of protection based on District requirements.
- Assist Senior Water Quality Inspector in inspection, tracking and enforcement of commercial properties, including fireline and large service line upgrades.
- Perform inspections of bulk water trucks and related equipment for approved use under the District's Hydrant Permit Program.
- Educate customers, staff and the public about the importance of cross connection control and prevention, and present outreach material at meetings and related industry events.
- Review project plans and documentation with Program and Engineering staff, including maps and drawings, in order to support the protection of water quality through appropriate application of District requirements.
- Maintain cross connection control records, including backflow assemblies installed, inspections completed and backflow assembly test results in various electronic databases and computerized maintenance programs.
- Utilize District billing software to look up customer account information, waive fees or adjust bills, and coordinate and maintain records across various systems.
- Assist with the collection of microbiological, chemical and physical water quality sampling in order to meet District, state and federal requirements.
- Review water quality sampling data to report potential concerns to Program Supervisor.
- Respond verbally, in-writing and in-person to both cross connection and water quality related phone calls, emails and website inquiries from customers, testers, contractors and other water suppliers.

- Perform site visits and investigations to verify Tester Standards are being met by testers operating with the District.
- Provide back-up support to the Administrative Assistant.
- Perform other related duties as assigned.

Knowledge, Skills and Abilities Required:

- Knowledge of backflow prevention assemblies including: types, purposes, installation requirements, testing procedures and maintenance requirements.
- Knowledge of applicable rules, state and local regulations and District policies that pertain to cross connection.
- Knowledge of federal and state water quality regulations and sampling procedures.
- Knowledge of basic computer operations and Microsoft Office.
- Knowledge of safety practices and procedures applicable to the job.
- Knowledge of personnel, administrative, safety and departmental policies.
- Skill in mechanical operations and the ability to troubleshoot and repair faulty equipment.
- Skill in customer relations and communications, including the ability to effectively and tactfully work with difficult customers and complex customer issues.
- Ability to review project plans, maps and drawings for compliance with District standards.
- Ability to be trained in confined space entry and other safety procedures applicable to the job.
- Ability to learn and use typical features and capabilities of various software applications that support District functions.
- Ability to communicate effectively both orally and in writing with coworkers, customers and other agencies.
- Ability to establish and maintain respectful and harmonious relationships with others both inside and outside the organization.
- Ability to perform effectively in an independent or team environment, as well as display self-motivation skills.
- Ability to manage records and information in any format, in accordance with applicable statutes, regulations and District policy, guidance and records retention schedule.
- Ability to recognize and keep sensitive information confidential.
- Ability to display TVWD's vision of delivering the best water, service and value by demonstrating reliability, integrity, stewardship, excellence and safety.

Minimum Requirements:

- Some college courses in environmental studies, physical sciences, biology, engineering or other related field; and
- Minimum of two years experience in cross connection and water quality disciplines or related water system operation experience; and
- Minimum of one year customer service experience; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills and abilities required to perform the work.

Special Qualifications:

- Possess a driver's license valid in the State of Oregon; have and maintain a safe driving record.
- Oregon Level I Distribution Operator certification or ability to obtain within two years.
- Oregon Cross Connection Specialist certification or ability to obtain within six months.
- Oregon Backflow Assembly Tester certification or ability to obtain within one year.
- Pass a certified backflow assembly repair class within two years.

Working Conditions:

- Have regular and predictable attendance.
- Operate, read information and focus on a personal computer, telephone and other related equipment.
- Prolonged periods of sitting or standing.
- Daily verbal communications both in person and on the telephone.
- Respond to work, without advanced notice, in times of adverse weather, natural disaster, emergency, or other unusual event as determined by the District.
- Work in all types of weather conditions, and perform physical tasks that are moderately demanding.
- This is a non-exempt position.

Tualatin Valley Water District PHYSICAL JOB TASK ANALYSIS

Engineering – WQ Inspector

GENERAL ACTIVITIES (time spent)

	Sit	Stand	Moving About	Drive	Total
At one time	2	4	4	2	
Total hrs for the day	4	8	8	8	

Essential Job Tasks

Please see attached job description.

PHYSICAL ACTIVITIES

In an eight-hour day, this job requires:					
R - Rarely less than 1 hr or 1-5% per day			F - Frequently 2.5 – 5.5 hrs or 34-66% per day (34% -> 20x/hr, 66%=120x/hr or <720x/day)		
O - Occasionally 1-2.5 hrs or 10-33% per day (10% = 4-6x/hr, 33% = 20x/hr or < 60x/day)			C - Continually 5.5-8 hrs or 67-100% per day (67% = > 120 x/hr or > 720X/day)		
	R	O	F	C	Notes
Assembly			x		Backflow assembly repairs
Sitting		x			Office time
Standing			x		Site inspections
Walking			x		Site inspections
Squatting/crouching			x		Site inspections
Driving				x	
Crawling	x				
Kneeling		x			Backflow testing, site inspections
Digging/Shoveling		x			Site inspections
Stooping/bending			x		Site inspections, WQ sampling
Turn/twisting			x		Site inspections, WQ sampling
Balancing		x			Site inspections, WQ sampling
Reaching forward			x		Site inspections, WQ sampling
Reaching overhead		x			
Climbing	x				
Ladder climbing		x			Vaults, reservoirs
Wrist turning			x		Backflow testing and repair, WQ sampling
Grasping			x		Backflow testing and repair, WQ sampling
Pinch/squeeze			x		Backflow testing and repair, WQ sampling
Finger manipulation				x	Backflow testing and repair, WQ sampling, typing

LIFTING

Weight	Object	Lowest point	Highest point	R	O	F	C
10 lbs	Backflow testing gauges	Ground	Chest			x	
25 lbs	Sample cooler	Ground	Chest		x		
25 lbs	Vault lid	Ground	Chest		x		

CARRYING

Weight	Object	Max Distance Carried	R	O	F	C
25 lbs	Sample cooler	100 ft		x		

PUSH/PULL

Weight	Object	Maximum Distance	R	O	F	C

Physical Demand Category

Sedentary	Light	Medium	Heavy	Very Heavy
GENERAL PHYSICAL DEMAND CHARACTERISTICS OF WORK				
DEMAND LEVEL:	OCCASSIONAL(1-33% of workday)	FREQUENT (34-66% of workday)	CONSTANT(67-100% of workday)	
SEDENTARY	10 POUNDS	NEGLIGIBLE	NEGLIGIBLE	
LIGHT	20 POUNDS	10 POUNDS	NEGLIGIBLE	
MEDIUM	50 POUNDS	20 POUNDS	10 POUNDS	
MEDIUM-HEAVY	75 POUNDS	35 POUNDS	15 POUNDS	
HEAVY	100 POUNDS	50 POUNDS	20 POUNDS	
VERY HEAVY	OVER 100 POUNDS	OVER 50 POUNDS	OVER 20 POUNDS	

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