

CLASS TITLE: WATER QUALITY ASSURANCE MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for administering programs of industrial waste pre-treatment, cross connection control, drinking water monitoring and environmental monitoring, and the Water Quality Assurance laboratories; and performs other related required duties.

ESSENTIAL TASKS:

- Directs the Water & Sewer Department's industrial waste pre-treatment, cross connection control, drinking water monitoring, environmental monitoring programs, and the Water Quality Assurance laboratories and quality control programs
- Implements and ensures section compliance with applicable federal, state and local regulations as well City and department policies
- Evaluates current operations and recommends and establishes new methods and procedures for improving efficiency
- Directs research projects identified by self or requested by others
- Maintains liaison with regulatory agencies for coordination of information
- Works in a team environment to solve complex environmental and management problems
- Directs the preparation of and administers the annual budget for the Water Quality Assurance Section
- Ensure timely coordination of information with other Water & Sewer personnel
- Manages contracts related to water quality issues
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in chemistry, environmental science, or a related field, and eight (8) years of progressively responsible technical experience involving complex regulatory and laboratory processes with at least four (4) years of supervisory experience in a regulatory and/or laboratory environment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the procedures, equipment, and technology of water quality; considerable knowledge of the theories, principles, and practices of inorganic and organic chemistry and bacteriology; considerable knowledge of federal, state and local regulations pertaining to government water quality standards and hazardous materials; and knowledge of EPA regulations. Ability to prepare reports and maintain records; ability to train and supervise subordinates; ability to perform office and administrative tasks; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10 pounds; may be subject to walking, sitting, reaching, balancing, bending, kneeling, crawling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: : Possession of a valid Oklahoma Class "D" Operator's License; possession of a valid Class "A" Water/Wastewater Laboratory License and a Class "B" Water/Wastewater Operator's License or ability to obtain within the time allotted by law.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1033

EEO Code: E-01

Pay Code: EX-52

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Group: Cultural, Legal, and Sciences
Series: Sciences

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