

City of Fort Worth, Texas Job Description

Classification Title	Senior Quality Control Specialist		
Job Code:	PR2961	Job Family:	Professional
Pay Grade:	610	Date Created:	01/21/17
FLSA Status:	Exempt	Date Revised:	

GENERAL SUMMARY

Leads, oversees and participates in the more complex work of staff responsible for collecting, testing analyzing and control monitoring of water and wastewater. Supervises and assists staff to ensure compliance with regulatory aspects of the Quality Assurance plan; and monitors, investigates and evaluates water quality programs, processes and concerns. Performs a variety of technical tasks relative to assigned areas of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
1. Develops, prepares and monitors the quality control and assurance plan for water, wastewater, pretreatment and environmental testing activities; establishes procedures; provides control samples; and determines range or industry compliance status for each laboratory test .
2. Schedules internal and external audits, performance evaluations and studies regarding water, wastewater, and pretreatment quality assurance activities.
3. Develops and reviews Standard Operating Procedures. Provides oversight of equipment calibration log books; and develops and implements methods of approved equipment cleaning procedures.
4. Responds to public inquiries from various federal, state and local agencies and the general public regarding water quality control or industry performance.
5. Prepares and issues reports detailing quality control activities or corrective action undertaken to comply with regulatory requirements.
6. Evaluates water/wastewater treatment plant processes, as necessary. Determines and recommends improvements to be implemented.

7. Investigates water quality problems in reservoirs, tributaries, treatment plants, distribution system and at customer city/industrial complexes; and assists users in resolving water quality and/or compliance issues.
8. Develops and maintains a Quality Assurance and Quality Control program for monitoring; reviews and evaluates data; and recommends short and long term corrective measures.
9. Estimates and projects needed funds regarding assigned quality control responsibilities; and purchases necessary materials.
10. Develops yearly budget amount for analytical equipment repair and replacement costs for Division.
11. Ensures adequate water quality laboratory reagents for all five Plants by developing a system and working with the purchasing department to maintain adequate inventory at all times.
12. Communicates with Texas Commission on Environmental Quality (TCEQ) to interpret new regulatory requirements and ensure that all quality control parameters are met.
13. Serves as liaison for the division with other divisions, departments and outside agencies interested in water quality; negotiates and resolves water quality issues and concerns.
14. Oversees the compiling of state and internal monthly operating reports; ensures accuracy of the data, and ensures all data and information is current and readily available.
15. Interprets laboratory test results and sampling data; maintains files of all monitoring activities and quality control documents; and maintains lab supplies and equipment.
16. Assists in monitoring and conducting physical, chemical, and bacteriological testing of water, wastewater and industries, as needed.
17. Trains personnel in approved methods of monitoring, new testing methods, instrument and equipment use.
18. Performs other related duties as required.
19. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Practices and procedures related to quality assurance and control programs.
- Pertinent federal, state and local laws, codes, and regulations applicable to water, wastewater, and industrial pretreatment analysis and laboratory procedures.
- Equipment and supplies utilized in testing and sampling.
- Principles of training and monitoring lower level personnel.

- Scientific laboratory methods and procedures.
- Sampling and laboratory testing procedures and methods.
- Intricate laboratory equipment and instrumentation utilized for biological or chemical testing.
- Adjustment and operation of standard equipment or instrumentation use in monitoring, field and laboratory tests.
- SCADA operations for monitoring of plants.
- Standard Operating Procedures.
- Water treatment practices.
- Records management.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of municipal purchasing preparation and administration.
- Complex principles of chemistry, biology, bacteriology and related fields.
- Complex methods, procedures and techniques of chemical and bacteriological analysis.
- **Skill in:**
 - Field analysis.
 - Organization and time management.
 - Computers and applicable software.
 - Sample collection and preservation.
 - Problem solving.
 - Public speaking.
 - Customer service.
 - Math and science.
 - Conflict resolution.
 - Technical problem solving.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Analyze data and draw logical conclusions on water, wastewater, industrial or environmental control situations.
 - Apply practices, theories, and techniques related to water quality assurance programs.
 - Perform relevant mathematical and statistical calculations.
 - Perform laboratory examinations according to prescribed procedures and regulations.
 - Analyze and interpret test results and report results accurately and properly.
 - Properly handle and combine toxic and hazardous wastes and chemicals.
 - Assemble, calibrate, and maintain equipment used in laboratory tests.
 - Prepare clear and concise reports.
 - Train and monitor lower level personnel.
 - Stay current in lab procedures and equipment.
 - Forecast inventory needs.
 - Maintain confidentiality.
 - Establish and maintain effective working relationships.
 - Interpret test results and prepare related technical and analytical reports.

- Use standard software applications, complex spreadsheet software, analytical tools and Laboratory Information Management Systems (LIMS).
- Prepare and administer program budgets for each Plant's needs.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited university or college with major course work in Chemistry, Biology, Biochemistry, Environmental Engineering, or a related field and five years of experience in laboratory or quality control/quality assurance operations, including water, wastewater or industrial pretreatment procedures including one year of lead/supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

B surface water license required at the time of hire.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing and balancing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.