



**Valley County Water District**  
**JOB CLASS SPECIFICATION**  
**COMPLIANCE AND OPERATIONS COORDINATOR**

**GENERAL PURPOSE**

Under direction of the Operations & Maintenance Manager, responsible for implementing and carrying out the District's water quality testing program, backflow and cross connection and performs responsible administrative and technical support to the Operations Department; compiles and inputs data and generates a variety of reports; prepares purchase requisitions, processes and prepares monthly invoices, inventory maintenance, and performs related duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential and other important responsibilities and duties may include, but are not limited to;

1. Responsible for coordinating the District's water quality testing program in order to ensure compliance with State Water Resources Control Board Division of Drinking Water (DDW), Environmental Protection Agency (EPA), Department of Water Resources (DWR) and Regional Board regulations.
2. Prepares internal and external monthly, quarterly, and annual reports to DDW, EPA, RWQCB, etc. as required; compiles monthly sampling and monitors reports for submission to regulatory agency; maintains records and archives water quality data. Prepares a variety of production, fire flow, water quality and conservation reports.
3. Monitors and coordinates compliance for water, backflow, and cross connection.
4. Prepares requisitions and orders materials and supplies; receives deliveries and reconciles shipments against orders placed; prepares accounts payable packets, including packing slips and supporting documentation for payment approval; coordinates annual inventory physical counts and adjustments; maintains and updates inventory system information, including, inventory items, identification numbers, standard cost data, and inventory levels.
5. Maintains and updates projects; issues job numbers; monitors and prepares job status listings; prepares supporting documentation and journal entries for approval, finalizes and closes jobs; assists in the preparation of customer cost estimates and agreements; tracks all costs related to jobs including time and materials.
6. Assists the Operations and Maintenance Manager in preparing informal bid solicitations for division purchases; drafts agenda requests for board approval; assists management in monitoring performance against the operations budget and taking appropriate action.

7. Performs a variety of general administrative support functions; prepares meeting agendas and minutes; keeps records pertaining to safety; monitors service contracts, licenses, agreements and warranties.
8. Maintains files with all employees certification, including education and training documents. Assists employees with certification applications, packets and renewals; maintains list of all employees' certification renewal dates and requisitions checks for certification renewals; tracks hours needed for renewals and provides information to the Operations and Maintenance Manager for planning upcoming training.
9. Orders, distributes, maintains and tracks operations employee uniforms, cell phones and iPads.

#### **OTHER DUTIES**

1. Performs after-hours emergency work as required.
2. Takes water samples including, but not limited to, bacteriological (Bac-T), general mineral, general physical, volatile organic compound (VOC) and other constituents; delivers the samples to the laboratory to ensure water quality.
3. Prepares and maintains water quality records; reviews and analyzes water sample test results.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Basic general knowledge of practices, techniques, methods, tools and equipment used in the testing, installation, maintenance and repair of backflow prevention assemblies desired
2. Water sampling methods and techniques.
3. Applicable District and OSHA safety policies and procedures
4. Safe Drinking Water Act and relevant EPA regulations desired
5. Computer use and applications related to the work.

##### **Ability to:**

1. Inspect a wide variety of backflow prevention assemblies, pumps, valves and related appurtenances utilized in the operation of the District's distribution system.
2. Read and interpret plans, specifications and manuals.
3. Establish and maintain effective working relationships with District operations, office staff, regulatory agencies, and vendors.
4. Coordinate work assignments with other District personnel.
5. Communicate tactfully and courteously with the public.

**Training and Experience:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities outlined above would be:

1. Graduation from high school or G.E.D equivalent supplemented by college-level coursework in water technology;
2. Three (3) years of journey-level experience in the operation and maintenance of potable water production, treatment and distribution systems and equipment.

**Licenses; Certificates; Special Requirements:**

1. Possession of a valid California driver's license issued by the State Department of Motor Vehicles.
2. Proof of a satisfactory driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two- (2) years duration, and maintenance of insurability by the District's insurance carrier.
3. Ability to obtain a Grade 1 California Water Treatment Operator or Grade 1 California Water Distribution Operator certificate within one year of employment. AWWA Backflow Assembly Prevention Tester or Cross Connection Specialist certificate preferred.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on in the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

1. Must be able to carry, push, pull, reach and lift equipment and parts weighing 40 pounds.
2. Stoops, kneels and climbs during regular duties.
3. Works in an environment with exposure to dust, dirt and significant temperature changes.
4. Walks on uneven ground for extended periods of time.