

UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
Director

TO: Robert S. LaSala, County Administrator

FROM: Peggy Rowe, Director of Human Resources

DISTRIBUTION: Kevin Becotte, Assistant Director, Utilities

SUBJECT: Review and Update of Career Ladders for Certain Classifications within the Utilities Department

DATE: June 21, 2010

As requested, the Human Resources Department (HR) previously reviewed the duties and responsibilities for certain classifications while reviewing the Operations Specialist 1 CL12 classification approved by the Personnel Board in May 2010. Supplemental findings with a recommendation follow:

RECOMMENDATION

It is our finding that previously approved career ladders are appropriate for some classifications and inappropriate for others. It is therefore recommended that the request to cancel specified classifications' career ladders be approved.

ANALYSIS

Since the Personnel Board approved the concept in 2005, the career ladder process has been implemented and administered successfully for some Utilities' classifications and not for others. For Utilities Maintenance Worker CL6, Utilities Specialist 1 CL7, and Utilities Specialist 2 CL9, Utilities managers and HR agree that the career ladder policy is successful; the policy benefits Utilities and the career ladder process should continue. No administrative plan or career ladder promotion requests have been submitted to HR for: Operations Specialist 1 CL12 to Operations Specialist 2 CL15; Electrical/Mechanical Technician 1 CL12 to Electrical/Mechanical Technician 2 CL15; Electronics Equipment Technician 1 CL14 to Electronics Equipment Technician 2 CL16; or from Water Quality Management Specialist 1 CL14 to Water Quality Management Specialist 2 CL16. Utilities identified numerous factors including a lack of higher level work and absence of higher level turnover that make career ladders inappropriate for this group. Other differences include geographic location, nature of assignments, shifts, equipment, instrumentation, supervisory line control, and other working conditions that vary from one location to another. Except for future advancement of an Operations Specialist Trainee CL9 to the full performance level, it is recommended that career ladders for Utilities' classifications not already implemented be cancelled.

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OPERATIONS SPECIALIST 2

Job Code	Pay Grade
17186	CL15

Nature of Work

This is the most advanced technical level for the water and/or wastewater plant operator work with leadership, special project, supervisory or intermittent supervisor duties, and other lead administrative responsibilities. Work specializes in water or wastewater treatment plant operation, monitoring, maintenance and/or repair of pumps, motors, treatment systems, generators and related support systems; lift stations and switchgear; flow meters and chemical feed systems; overhead cranes; and collection and processing of a variety of samples. The multiple site organizations/locations and missions, including the wide variety of equipment utilized and procedures performed are more complex and specialized, requiring the incumbent to adapt to new and changing circumstances with an ability to work independently and at multiple locations. An incumbent in this classification is expected, with minimal advance notice, to rotate to various assignments, schedules, and locations to meet peak workload, stand in for other personnel, and/or serve as acting supervisor for unplanned events, scheduling needs, and to meet other requirements. The incumbent independently completes the most complex plant tasks in water and/or wastewater treatment plant operations, monitoring, maintenance, and/or repair of pumps, motors, treatment systems, generators, support systems, and supervises or leads others when assigned. Types of equipment and systems experienced may include lift stations, switch gear, flow meters, chemical feed systems, overhead cranes and related activities. Position also performs collection, analysis, reporting, and processing of a variety of samples. The incumbent performs work independently and takes initiative to ensure sound plant operations. The incumbent seeks guidance and direction on unusual or difficult assignments or problems. The incumbent is required to provide supervisors and managers with meaningful input and recommendations for improving performance and operations. The incumbent is supervised by a manager, plant operations supervisor or designee.

Minimum Qualification Requirements

- Must possess a high school diploma or equivalent and possess a Florida Department of Environmental Protection (DEP) Water or Wastewater Plant Operator Class “B” or higher license as set forth in Florida Administrative Code Chapter 62-602, DEP describing Water or Domestic Wastewater Treatment Plant Operators and Water Distribution System Operators license requirements with education or experience that includes team leader, supervisor, or leadership training; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to acquire and maintain certification in designated areas according to area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Operates, maintains and repairs a variety of pumps, motors, treatment systems, generators and related support systems.
- Operates, maintains, and repairs lift stations.
- Operates, maintains and repairs switchgear.
- Monitors and operates Supervisory Control and Data Acquisition (SCADA) systems.
- Initiates and monitors emergency bypass pumping.

OPERATIONS SPECIALIST 2 (continued)

Job Code	Pay Grade
17186	CL15

Illustrative Tasks (Continued)

- Cleans, calibrates, adjusts and maintains chemical feed systems.
- Calibrates and adjusts flow meters.
- Operates and maintains overhead cranes.
- Cleans bar screens.
- Collects and processes a variety of samples.
- Prepares and submits Department of Environmental Protection (DEP) monthly operating reports.
- Prepares various in-house operating reports.
- Performs backflushing.
- Operates emergency generators.
- Performs facility housekeeping.
- Reviews plans for construction or modification of facilities.
- Assists in the design and installation of control panels.
- Provides customer service and promotes positive public relations.
- Performs data reporting, assembly, evaluation and archiving.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the functions and servicing requirements of water or wastewater plant machinery and the process involved in the treatment and pumping.
- Knowledge of basic chemistry tests and related mathematics.
- Knowledge of the functions and processes of computer control and interface systems.
- Ability to apply computer applications and software.
- Ability to read meters and charts accurately and document shift operations.
- Ability to train, lead or supervise plant maintenance and operations and submit reports.
- Ability to learn the procedures and techniques involved in automated process control.
- Ability to display, view and interpret digital and analog data/signals from a computer system; to make adjustments to production/distribution /treatment/collection systems as necessary; to input follow-up data into the computer system, and to generate required reports.

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Revised	EEOC Code	Overtime Code
7/10	3	A

ELECTRICAL/MECHANICAL TECHNICIAN 1

Job Code	Pay Grade
17232	CL12

Nature of Work

This is full performance Electrical/Mechanical Technician work specializing in the installation, modification, fabrication, repair, and maintenance of Utilities Division electrical and/or heavy mechanical equipment and systems. Work may utilize knowledge in electrical, plumbing, welding, or other trades to locate and correct industrial pumping systems malfunctions and their improvement, as well as county properties, facilities, equipment, and lines or devices in public utilities systems; electrical and mechanical equipment used in production treatment and transmission of potable water, wastewater and distribution of reclaimed water. Tasks often require manipulative ability, utilizing job-acquired skills in specialized fields, traffic control and equipment for the design, placement and maintenance of traffic safety devices. Incumbents may be required to work independently in different but specific assigned areas from project to project, as business needs and skills match, utilizing a wide variety of equipment. The incumbent is supervised by a manager, plant operations supervisor or designee.

Minimum Qualification Requirements

- Completion of a 2 year technical or vocational program in mechanical skilled or electrical trades or directly related field; or
- 2 years of journeyman experience in the maintenance and repair of heavy mechanical equipment and machinery or related field; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to acquire and maintain certification in designated areas according to area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Installs, maintains, modifies and repairs a variety of heavy mechanical machinery, equipment and systems used in wastewater treatment plants or water treatment and distribution systems.
- Overhauls well pumping and lift station equipment through removal, repair and replacement of pipes, pumps and motors.
- Performs inspections and operational efficiency checks, conducting preventive maintenance service on the electrical and mechanical components of a variety of pumps and supportive equipment, machinery and facilities.
- Detects causes of electrical failures; interprets and ensures compliance with established codes; calculates data necessary for wiring instrument systems; requisitions supplies and materials needed to complete task.
- Disconnects, repairs, and reconnects and/or replaces electric motors; may install electric wiring, conduit and circuitry; repair switch gear equipment and performs other related electrical tasks.
- Installs, maintains and repairs chlorination systems, chemical feed pumps and metering equipment.
- Repairs and adjusts mechanical systems for vehicular equipment, hydraulic pump systems and high pressure line cleaning pumps; performs structural repairs on large cranes, pressure trucks and backhoes.
- Installs and reroutes pipes at wastewater treatment facilities and pumping stations, or water production and distribution stations.
- Performs fabrication and welding to make required repairs or enhancements.
- Maintains records of services and maintenance.
- Performs related work as assigned or required.

ELECTRICAL/MECHANICAL TECHNICIAN 1 (continued)

Job Code	Pay Grade
17232	CL12

Knowledge, Skills, and Abilities

- Knowledge of principles and practical application of electrical, plumbing, welding and possibly other trades.
- Knowledge of potable water production and wastewater treatment processes.
- Knowledge of installation, modification, fabrication, repair and maintenance of electrical and/or heavy mechanical equipment used in water plant and/or wastewater plant operations.
- Knowledge in controlling the production and distribution of potable water or collection of wastewater.
- Knowledge of types of potable water and wastewater handling equipment (motors, valves, pumps, electronic sensor.
- Knowledge in repair and operation of electrical monitoring equipment, pumps, chemical feeders, and other factors.
- Skill in applying knowledge of trade in assigned areas.
- Skill in using standard building trades tools and devices.
- Ability to perform a combination of skilled trades tasks such as electrical, plumbing, mechanical, welding and other skill required to maintain, repair and improve potable water and wastewater operations.
- Ability to apply mechanical expertise for purpose of troubleshooting.
- Ability to understand and follow oral and/or written instructions.
- Ability to adjust and regulate a variety of automatic or manually controlled auxiliary equipment to ensure safe operations.
- Ability to repair and replace electrical and/or mechanical controls and parts, filters, pumps, chemical feeders and related equipment.
- Ability to use computer in daily work activities.

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7/10	3	A

ELECTRICAL/MECHANICAL TECHNICIAN 2

Job Code	Pay Grade
17234	CL15

Nature of Work

This position is responsible for performing a variety of tasks at the full performance level plus designated lead worker assignments. Work specializes in the installation, modification, fabrication, repair, and maintenance of Utilities Division electrical and/or heavy mechanical equipment and systems. Work may utilize knowledge in electrical, plumbing, welding, or other trades to locate and correct system malfunctions and ensure improvements, as well as to maintain county properties, facilities, equipment, and lines or devices in public utilities systems; electrical and mechanical equipment used in production treatment and transmission of potable water and wastewater and distribution of reclaimed water. Tasks often require manipulative ability, utilizing job-acquired skills in specialized fields; traffic control involving the design, placement and maintenance of traffic safety devices utilized under extremely heavy traffic and during inclement weather. Incumbents may be required to work in different but specific assigned areas from project to project, as business needs and skills match. Additionally, the wide variety of equipment utilized is more complex and specialized, requiring adaptability and ability to work independently. The incumbent is supervised by a manager, plant operations supervisor or designee.

Minimum Qualification Requirements

- Completion of a 2 year technical or vocational program in mechanical skilled or electrical trades or directly related field 1 year of journeyman experience in the maintenance and repair of heavy mechanical equipment and machinery; or
- 3 years directly related experience as described above; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, within 6 months of hire, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to acquire and maintain certification in designated areas according to area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Acts in a lead worker capacity for utilities mechanics in the installation, maintenance, modification and repair of a variety of heavy mechanical machinery, equipment and systems used in water or wastewater treatment plants, buildings and related facilities.
- Checks equipment efficiency and performs preventive maintenance service on electrical and mechanical components of a variety of machinery, pumps and supportive equipment.
- Disconnects and reconnects electric motors as necessary for repair or replacement; may install electric wiring, conduit and circuitry, makes repairs to switch gear equipment and performs other related electrical tasks.
- Detects causes of electrical failures; analyzes, interprets and ensures compliance with established codes; calculates data necessary for wiring instrument systems; requisitions supplies and materials needed to complete task.
- Trains new subordinate technical personnel.
- Performs fabrication and welding to affect required repairs and enhancements.
- Repairs and adjusts mechanical systems for vehicular equipment, hydraulic pump systems; performs structural repairs on large cranes, pressure trucks and backhoes.
- Installs and reroutes pipes at water and wastewater treatment facilities, pumping stations and water distribution stations.

ELECTRICAL/MECHANICAL TECHNICIAN 2 (continued)

Job Code	Pay Grade
17234	CL15

Illustrative Tasks (continued)

- Installs, maintains and repairs chlorination systems equipment, chemical feed pumps and metering equipment.
- Inspects physical plants, equipment, buildings and related facilities to determine operating conditions and needed repairs and modifications; performs preventive maintenance work.
- Maintains records of services and maintenance.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of electrical, plumbing, welding and possibly other trades' principles and practices.
- Knowledge of potable water production and wastewater treatment processes.
- Knowledge of installation, operation, modification, fabrication, repair and maintenance of electrical and/or heavy mechanical equipment used in water plant and/or wastewater plant operations.
- Knowledge of types of potable water and wastewater handling equipment (motors, valves, pumps, electronic sensors).
- Knowledge in controlling the production and distribution of potable water or collection of wastewater.
- Skill in using standard building trades tools and devices.
- Ability to lead, coordinate and guide the work of assigned teams.
- Ability to read and interpret engineering plans and diagrams, as well as write a wide variety of work orders and administratively related reports.
- Ability to troubleshoot electrical and mechanical equipment malfunctions to repair or adjust equipment to maintain desired operations.
- Ability to perform a combination of skilled trades' tasks such as electrical, plumbing, mechanical, welding and other knowledge required to maintain, repair, replace and improve potable water and wastewater operations.
- Ability to adjust and regulate a variety of automatic or manually controlled auxiliary equipment to ensure safe operations.
- Ability to anticipate and adjust systems due to changing factor, water quality, weather, and other factors.
- Ability to handle traffic control in congested areas.
- Ability to understand and follow oral and written instructions.
- Ability to use computers in daily activities.

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7/10	3	A

ELECTRONIC EQUIPMENT TECHNICIAN 1

Job Code	Pay Grade
17244	CL14

Nature of Work

This is full performance level work performing as an electronic equipment technician. Work specializes in the installation, repair, and maintenance of electronic instrumentation and control systems in a Utilities Division for: county properties, facilities, equipment and lines or devices in public utilities systems; electronic equipment used in production treatment and transmission of potable water, wastewater and distribution of reclaimed water. Position operates light to medium equipment within the utilities plant operations divisions, often requiring manipulative ability as well as utilizing job-acquired skills in specialized fields. This position differs from other electronics positions in that incumbents will be expected to be or become proficient in all aspects of the position. Incumbents may be required to perform in different but specific assigned areas from project to project, as business needs and skills match. Additionally, the wide variety of equipment utilized is more complex and specialized, requiring adaptability and ability to work independently. The incumbent is supervised by a manager, plant operations supervisor or designee.

Minimum Qualification Requirements

- Completion of a 2 year certification program in a directly related vocational or technical training program, or 2 years of highly automated computer based electronics instrumentation installation, maintenance, and repair experience; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to acquire and maintain certification in designated areas according to area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs installation, maintenance, modification, calibration and repair of electronic and electrical instrumentation, equipment and control systems.
- Exercises lead responsibility over others on project basis or as assigned.
- Detects causes of electronic and electrical failures, interprets and ensures compliance with established codes, calculates data necessary for wiring instrument systems and requisitions supplies and materials needed to complete tasks.
- Inspects instrumentation and equipment to determine operating conditions and needed repairs and/or modifications.
- Performs bench work repairs and overhauls and rebuilds complex electronic or electrical equipment.
- Performs emergency and routine field servicing of complex equipment and performs tests on parts, modules or assemblies.
- Prepares purchase orders to obtain parts for repairing equipment and arranges for repairs beyond the scope of county facilities.
- Assists more senior levels of Electronic Equipment Technicians in electronic projects.
- Assists with operation and maintenance of lift stations.
- Performs basic recordkeeping.
- Operates light to medium, occasionally heavy, automotive equipment within the Utilities Construction and Maintenance Division.

ELECTRONIC EQUIPMENT TECHNICIAN 1 (continued)

Job Code	Pay Grade
17244	CL14

Illustrative Tasks (continued)

- May be responsible for electronic traffic control and equipment for the design, placement and maintenance of traffic safety devices utilized under extremely heavy traffic and during inclement weather.
- Performs preventive maintenance to water and wastewater treatment equipment.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles, procedures and practices of electronic and electrical repair work.
- Knowledge of preferred methods and techniques relevant to electronic and electrical repair and maintenance work.
- Knowledge of installation, modification, fabrication, repair and maintenance of electrical and/or heavy mechanical equipment used in water plant and/or wastewater plant operations.
- Knowledge of potable water production and wastewater treatment processes.
- Knowledge of types of potable water and wastewater handling equipment (motors, valves, pumps, electronic sensors).
- Knowledge for controlling the production and distribution of potable water or wastewater treatment processes.
- Ability to independently maintain, troubleshoot, and repair complex electronic equipment and control systems used in utilities operations such as pumps, SCADA or similar radio/telemetry devices, control panels, generators, transfer equipment, switch gear systems and similar apparatus.
- Ability to perform a combination of skilled trades' tasks which may require knowledge of electrical, plumbing, mechanical, welding and other trades required to maintain, repair, and improve potable water and wastewater operations.
- Ability to adjust and regulate a variety of automatic or manually controlled auxiliary equipment or systems to ensure safe operations.
- Ability to anticipate and adjust systems due to changing factors, e.g., water quality, weather, and other factors.
- Ability to repair and replace electronics controls, filters, pumps, valves, generators, mixers, filling machines and equipment used in monitoring and handling potable water and wastewater processes and operations.
- Ability to understand and follow oral and/or written instructions.
- Ability to operate a personal computer and other automated systems to enter and retrieve data.
- Ability to establish and maintain effective working relationships with managers, supervisors, employees and others.

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ELECTRONIC EQUIPMENT TECHNICIAN 2

Job Code	Pay Grade
17246	CL16

Nature of Work

This is the most complex and advanced level work performing as an electronic equipment technician. Work specializes in the installation, repair, and maintenance of electronic instrumentation and control systems in a Utilities division for: county properties, facilities, equipment and lines or devices in public utilities systems; electronic equipment used in production treatment and transmission of potable water, wastewater and distribution of reclaimed water. Position operates light to heavy equipment within the Utilities plant operations divisions, often requiring manipulative ability as well as utilizing job-acquired skills in specialized fields. This position differs from other electronic positions in that incumbents will be expected to be or become proficient in all aspects of the position. Incumbents may be required to perform in different but specific assigned areas from project to project, as business needs and skills match. Additionally, the wide variety of equipment utilized is more complex and specialized, requiring adaptability and ability to work independently. The incumbent is supervised by a manager, plant operations supervisor or designee.

Minimum Qualification Requirements

- Completion of a 2 year certification program and 1 year directly related vocational or technical training, or 3 years of highly automated computer based electronics instrumentation installation, maintenance and repair experience; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to acquire and maintain certification in designated areas according to area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

The listed duties are only illustrative and are intended to describe major tasks that may be performed by this job class. Employees within this classification will be routinely expected to apply abilities and skills to any or all of the following:

- Performs installation, maintenance, modification, calibration and repair of electronic and electrical instrumentation, equipment and control systems.
- Exercises lead worker responsibility over others on project basis or as assigned.
- Detects causes of electronic and electrical failures, interprets and ensures compliance with established codes, calculates data necessary for wiring instrument systems and requisitions supplies and materials needed to complete tasks.
- Trains lower level technicians and staff in all phases of a variety of electronic and electrical instrumentation, equipment and control systems,
- Provides technical advice and assistance and acts in a lead worker capacity.
- Inspects instrumentation and equipment to determine operating conditions and needed repairs and modifications.
- Performs bench work repairs and overhauls and rebuilds complex electronic or electrical equipment.
- Performs emergency and routine field servicing of complex equipment and performs tests on parts, modules or assemblies.
- Prepares purchase orders to obtain parts for repairing equipment and arranges for repairs beyond the scope of county facilities.
- Assists with operation and maintenance of lift stations.

ELECTRONIC EQUIPMENT TECHNICIAN 2 (continued)

Job Code	Pay Grade
17246	CL16

Illustrative Tasks (continued)

- May have some responsibility for electronic traffic control and equipment for the design, placement and maintenance of traffic control devices utilized under extremely heavy traffic and during inclement weather.
- Performs basic recordkeeping.
- Operates automotive and heavy equipment.
- Performs preventive maintenance to water and wastewater treatment equipment in accordance with Preventive Maintenance Program.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of principles, procedures and practices of electronic and electrical repair work.
- Knowledge of complex installation, modification, fabrication, repair and maintenance of electronic and/or electrical equipment used in water plant and/or wastewater plant operations.
- Knowledge of types of potable water and wastewater handling equipment (motors, valves, pumps, electronic sensors).
- Knowledge for controlling the production and distribution of potable water or wastewater treatment processes.
- Ability to train and lead teams in potable water and/or wastewater treatment systems maintenance and repairs.
- Ability to interpret engineering plans and diagrams, as well as write a wide variety of work orders and administratively related reports.
- Ability to independently maintain, troubleshoot, and repair complex electronic equipment and control systems used in utilities operations such as pumps, SCADA or similar radio/telemetry devices, control panels, generators, transfer equipment, switch gear systems and similar apparatus.
- Ability to perform a combination of skilled trades' tasks including those in fields of electrical, plumbing, mechanical, welding and other trades required to maintain, repair, and improve potable water and wastewater operations.
- Ability to adjust and regulate a variety of automatic or manually controlled auxiliary equipment or systems to ensure safe operations.
- Ability to anticipate and adjust systems due to changing factors, e.g., water quality, weather, and other factors.
- Ability to repair and replace electronics controls, filters, pumps, valves, generators, mixers, filling machines and equipment used in monitoring and handling potable water and wastewater processes and operations.
- Ability to understand and follow oral and/or written instructions.
- Ability to establish and maintain effective working relationships with managers, supervisors, employees and others.
- Ability to use computers in daily activities.

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WATER QUALITY MANAGEMENT SPECIALIST 1

Job Code	Pay Grade
17196	CL14

Nature of Work

This is highly technical and professional work covering tasks and responsibilities related to implementing water quality management programs. The duties and responsibilities performed under this classification cover a wide variety of tasks in specialized technical, field, and office work relating to regulatory compliance and water quality monitoring projects. Work specializes in: collection and analysis projects in managing and monitoring potable water resources for the county; compliance with the Clean Water Act and the Safe Drinking Water Act by monitoring, inspecting, sampling, and evaluating data; enforcement of regulations and codes related to the protection of public health and the environment as related to the quality of groundwater, surface water, wastewater, reclaimed water, and potable water. Incumbents perform a wide variety of highly technical and professional tasks; however, some of the more complex duties, responsibilities, and project assignments are performed in combined efforts with more senior technical supervision. The position reports to a team leader, Senior Water Quality Management Specialist, or designee.

Minimum Qualification Requirements

- Associate's degree with major course work in environmental, physical, natural or biological science or related field plus 2 years experience in field water quality monitoring experience; or
- Bachelor's degree with major coursework as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to obtain and possess a Florida Department of Environmental Protection (DEP) Water or Wastewater Plant Operator Class "C" License as set forth in Florida Administrative Code Chapter 62-602, DEP describing Water or Domestic Wastewater Treatment Plant Operators and Water Distribution System Operators license.
- Employee to acquire and maintain certification in designated areas according to area of assignment.
- Employee to terminate employment for failure to achieve and maintain necessary training, education, experience, and required license(s) to perform in designated area of assignment.
- Employee to perform under working conditions that require climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions. Incumbents may also be subjected to moving mechanical parts, electrical currents, hot equipment (pumps, mufflers, engines), inclement weather, vibrations, fumes, odors, dust, poor ventilation, low lighting, intense noise and travel.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Processes and sorts samples collected and preliminarily reviews and analyzes data.
- Responds to customer complaints, investigates complaints, re-samples and analyzes results, explains procedures to customer.
- May participate in special collection system, distribution system, surface water monitoring, ground water monitoring, and hydrologic studies.
- Assists businesses, contractors, developers, engineers and the public with interpretation of environmental regulations and compliance with federal, state and local environmental laws, codes and regulations.
- May collect and maintain technical environmental data, interpret the results of laboratory tests, evaluate ecological and environmental impact, and develop reports on specialized studies.

WATER QUALITY MANAGEMENT SPECIALIST 1 (continued)

Job Code	Pay Grade
17196	CL14

Illustrative Tasks (continued)

- Operates, calibrates and cleans technical field sampling and monitoring equipment.
- Conducts sampling and field investigations for water quality programs including the operation, calibration and routine maintenance of specialized sampling apparatus and pollution control testing and monitoring equipment.
- Prepares and may serve fine citations and other applicable enforcement actions.
- May conduct facility inspections related to the Industrial Pretreatment Program and Grease Management Program.
- Performs all water quality monitoring in accordance with the Comprehensive Quality Assurance Plan to ensure all data is scientifically valid and legally defensible.
- Upon approval, orders monitoring and sampling equipment and supplies needed to accomplish projects.
- Maintains record books, charts, logs and chain of custody records.
- May be periodically required to be placed on stand-by and respond to emergency situations.
- May appear as expert witness.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of environmental related codes, laws, rules, ordinances and regulations, and the principles of environmental pollution control and protection of public health.
- Knowledge of the principles, practices, techniques and instruments of water quality analysis.
- Knowledge of routine laboratory equipment, procedures and cleanliness requirements.
- Knowledge of mathematics and natural, physical and biological sciences.
- Knowledge of scientific research techniques including the collection of sampling data and preparation of environmental reports.
- Knowledge of OSHA regulations and recognized safety operating practices for field monitoring activities, safe workplace and laboratory work.
- Ability to apply computer applications and software.
- Ability to adjust, operate, maintain and calibrate laboratory, field monitoring and sampling equipment.
- Ability to perform standard laboratory examinations and tests according to accepted methods and procedures.
- Ability to read and interpret blueprints, plats, maps, aerial photos and diagrams.
- Ability to prepare reports and interpret laboratory results.
- Ability to operate basic computerized data analysis equipment.
- Ability to swim and operate small watercraft may be required, based upon area of assignment.
- Ability to testify in court as an expert witness.
- Ability to formulate and present ideas and findings clearly and concisely in written, oral or graphic form.

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WATER QUALITY MANAGEMENT SPECIALIST 2

Job Code	Pay Grade
17202	CL16

Nature of Work

This is complex and advanced professional and technical level work performing water quality management program duties and serves as a principal in one or more designated functions, projects or team leader. The incumbent in this classification is responsible for performing the entire range of both routine and specialized tasks in technical fields and office work relating to regulatory compliance on water and wastewater systems, services, and water quality monitoring projects. Work specializes in: collection and analysis projects in managing and monitoring potable water resources for the county; compliance with the Clean Water Act and the Safe Drinking Water Act by monitoring, inspecting, sampling, evaluating data; enforcement of regulations and codes related to the protection of public health and the environment as related to the quality of groundwater, surface water, wastewater, reclaimed water, and potable water. Incumbents at this level perform independently the full range of professional tasks at times leading lower level specialists and staff in completion of assignments and projects. Some incumbents may instruct or lead the efforts of others in water quality monitoring and system maintenance programs, including both routine and special projects. Extremely complex, unique or controversial projects and non-precedent duties and responsibilities are performed with supervisor guidance. The position reports to a Senior Water Quality Management Specialist or designee.

Minimum Qualification Requirements

- Associate's degree with major course work in environmental, physical, natural or biological science or related field plus 4 years experience in field water quality monitoring experience; or
- Bachelor's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to obtain and possess a Florida Department of Environmental Protection (DEP) Water or Wastewater Plant Operator Class "C" License as set forth in Florida Administrative Code Chapter 62-602, DEP describing Water or Domestic Wastewater Treatment Plant Operators and Water Distribution System Operators license.
- Employee to acquire and maintain certification in designated areas according to area of assignment.
- Candidate to terminate employment for failure to achieve and maintain necessary training, education, experience, and required license(s) to perform in designated area of assignment.
- Employee to perform under working conditions that require climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions. Incumbents may also be subjected to moving mechanical parts, electrical currents, hot equipment (pumps, mufflers, engines), inclement weather, vibrations, fumes, odors, dust, poor ventilation, low lighting, intense noise and travel.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- May instruct or lead the efforts of others in water quality monitoring and system maintenance programs, including both routine regular, and special projects.
- Serves as a leader for a combination of subject matter areas as well as a mixture of projects.
- Coordinates, leads, trains, and instructs other specialists and technical staff in order to achieve assignment objectives and deadlines.
- Processes and sorts samples collected, and preliminarily reviews and analyzes data.

WATER QUALITY MANAGEMENT SPECIALIST 2 (continued)

Job Code	Pay Grade
17202	CL16

Illustrative Tasks (continued)

- Responds to customer complaints, investigates complaints, re-samples and analyzes results, explains procedures to customer.
- May participate in special collection system, distribution system, surface water monitoring, ground water monitoring, and hydrologic studies.
- Assists businesses, contractors, developers, engineers and the public with interpretation of environmental regulations and compliance with federal, state and local environmental laws, codes and regulations.
- May collect and maintain technical environmental data, interprets the results of laboratory tests, evaluates ecological and environmental impact, and develops reports on specialized studies.
- Operates, calibrates and cleans technical field sampling and monitoring equipment.
- Conducts sampling and field investigations for water quality programs including the operation, calibration and routine maintenance of specialized sampling apparatus and pollution control testing and monitoring equipment.
- Prepares and may serve fine citations and other applicable enforcement actions.
- May conduct facility inspections related to the Industrial Pretreatment Program and Grease Management Program.
- Performs all water quality monitoring in accordance with the Comprehensive Quality Assurance Plan to ensure all data is scientifically valid and legally defensible.
- Upon approval, orders monitoring and sampling equipment and supplies needed to accomplish projects.
- Maintains record books, charts, logs, and chain of custody records.
- May be periodically required to be placed on stand-by and respond to emergency situations.
- May appear as expert witness.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of environmental related codes, laws, rules, ordinances and regulations, and the principles of environmental pollution control and protection of public health.
- Knowledge of the principles, practices, techniques and instruments of water quality analysis.
- Knowledge of routine laboratory equipment, procedures and cleanliness requirements.
- Knowledge of mathematics and natural, physical and biological sciences.
- Knowledge of scientific research techniques including the collection of sampling data and preparation of environmental reports.
- Knowledge of OSHA regulations and recognized safety operating practices for field monitoring activities, safe workplace and laboratory work.
- Ability to apply computer applications and software.
- Ability to adjust, operate, maintain and calibrate laboratory, field monitoring and sampling equipment.
- Ability to perform standard laboratory examinations and tests according to accepted methods and procedures.
- Ability to read and interpret blueprints, plats, maps, aerial photos and diagrams.
- Ability to prepare reports and interpret laboratory results.
- Ability to operate basic computerized data analysis equipment.
- Ability to swim and operate small watercraft may be required, based upon area of assignment.
- Ability to testify in court as an expert witness.
- Ability to formulate and present ideas and findings clearly and concisely in written, oral or graphic form.

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Revised	EEOC Code	Overtime Code
7/10	3	A