

# WATER QUALITY PROGRAM MANAGER

Job Code	Pay Grade
17206	CL20

## Nature of Work

This is advanced technical, professional, and management level work coordinating the activities of two or more formal supervisors or engaged in activities as a technical expert in directing the monitoring and compliance with regulatory issues of water and/or wastewater. This is considered advanced professional and management work engaged in complex water quality programs. This position is responsible for performing a variety of tasks in specialized technical field and professional work relating to complex water monitoring projects. Work specializes in collection and analysis of 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. Programs and activities include utilities permits, services, and maintenance of quality service. The incumbent reports to the Monitoring and Laboratories Section Manager or designee.

## Minimum Qualification Requirements

- Associate's degree with major course work environmental, physical, natural or biological science or related field plus 6 years experience in field water quality monitoring experience that includes 2 years of supervision; or
- Bachelor's degree and 4 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 required.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Experience to include actual supervisory experience directing professional or technical personnel responsible for water quality control activities.
- Possession and maintenance of Florida Water and Pollution Control Operator's Association (FWPCOA) "C" license.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Manages, plans, reviews and inspects work of subordinate supervisors with staffs engaged in water quality monitoring and regulatory enforcement activities.
- Acts in a liaison capacity with other county departments and state and federal agencies and may appear as an expert witness in court cases.
- Administers the enforcement of established water quality regulations and reviews compliance test results and reports.
- Investigates and resolves various water quality problems and complaints and reviews follow-up reports and correspondence.
- Directs and manages specialized environmental studies.
- Supervises and participates in the operation of a computerized information system and performs related duties which include use of systems operating and statistical programs, systems maintenance, software programming and/or re-programming functions.
- Develops program budgets, reviews standard operating procedures and tracks inventory and property control.
- Prepares and evaluates legislative reviews and policy analyses.
- Ensures quality control and integrity of data gathered or generated is in compliance with Federal regulations and policies.
- Completes special projects and coordinates special department initiatives.
- Preparation of the annual budget for assigned section.
- Performs related work as required.

## WATER QUALITY PROGRAM MANAGER (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of national, state and local environmentally related laws, ordinances, codes regulations and protection of public health.
- Knowledge of the principles of water quality analysis.
- Knowledge of federal, state and local standards, rules and regulations pertaining to water quality monitoring, sampling and analysis.
- Knowledge of the causes and effects of salt-water intrusion and other potential contaminants to well fields.
- Knowledge of the water treatment processes and testing of water supply systems.
- Knowledge of the wastewater treatment processes, including the collection and transmission system.
- Knowledge of routine laboratory equipment, procedures and cleanliness requirements.
- Knowledge of OSHA regulations and recognized safety procedures and practices for field monitoring activities, safe workplace, and laboratory work.
- Knowledge of mathematics, statistics, physics, hydrology, geology, chemistry, natural, physical and biological sciences.
- Knowledge of scientific research techniques including the collection of sampling data and preparation of environmental reports.
- Knowledge of scientific research and writing techniques including the use of automated systems for statistical analysis of research data.
- Ability to apply computer applications and software.
- Ability to plan for and manage professional and technical staff implementing complex water quality programs.
- Ability to make engineering and related mathematical computations and properly enforce environmental ordinances firmly, tactfully and impartially.
- Ability to read and interpret blueprints, plats, maps, aerial photos and diagrams.
- Ability to supervise subordinate staff, participate in complex studies, analyze information and formulate recommendations based upon findings.
- Ability to plan, supervise and execute a complex water management program related to the specialized area of assignment.
- Ability to present ideas and findings clearly and concisely in written, oral, and graphic form.
- Ability to prepare comprehensive reports and to interpret test results.
- Ability to train and supervise subordinate technical personnel.
- Ability to appear in court as an expert witness.
- Ability to adjust, operate, maintain, and calibrate technical field and laboratory equipment.
- Ability to swim and operate small watercraft may be required, based upon area of assignment.
- Ability to establish and maintain effective working relationships with fellow workers, outside agencies and the general public.

For official use only

Revised	EEOC Code	Overtime Code
8/13	Officials & Managers	Classified Excluded