

UTILITIES GROUNDWATER SPECIAL RESEARCH COORDINATOR

| Job Code | Pay Grade |
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| 17208 | CL18 |

Nature of Work

This is a unique and specialized complex technical and supervisory position within Pinellas County Utilities managing and coordinating long term research projects and studies on ground and surface and drinking water supply and saltwater intrusion in cooperation with a variety of other governmental and professional water research agencies. Employees in this class perform a variety of complex tasks requiring independent judgment in assuring compliance with the Clean Water Act and the Safe Drinking Water Act by monitoring the quality of groundwater, surface water, and potable water. Activities include but are not limited to project development and review, field sampling coordination, laboratory analysis, data analysis and report preparation, and enforcement actions related to protecting public health and the environment. Work requires specialized knowledge in the assigned area. Duties may also require supervision of subordinate staff.

Minimum Qualification Requirements

- 4 college or university with a Bachelor's Degree in physical, natural or biological sciences, environmental engineering or related field and 2 years experience in field monitoring and/or laboratory analysis; or
- Associate's Degree with course work in Biology, Chemistry or a related field and 4 years experience in field monitoring and/or laboratory analysis; or
- An equivalent combination of training, education and/or relevant 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.
- Other highly desirable knowledge, skills, abilities and credentials relevant to position.

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

- Manages drinking water quality monitoring projects entailing investigations of saltwater intrusions and other hydrological, biological, geological and/or chemical problems relating to water resources.
- Participates in special groundwater monitoring, hydrologic and other special studies and monitoring projects.
- Coordinates and directs technical personnel in the collection and analysis of field data; assures quality control measures are followed.
- Evaluates and analyzes data collected; prepares written and verbal reports on findings of projects.
- Resolves or oversees the resolution of customer complaints regarding water quality.
- Selects appropriate monitoring and sampling equipment and supplies needed to accomplish projects; responsible for the safety and upkeep of the equipment used in the projects.
- Exercises great independence in determining solutions to unique problems which may require design and building or altering special equipment needed for particular phases of a project.
- Acts as liaison with businesses, contractors, developers, engineers, and the public with interpretation of environmental regulations and compliance with federal, state and local environmental laws, codes and ordinances.
- May collect and maintain technical environmental data, interpreting the results of laboratory tests, evaluating impacts, and developing reports on specialized studies.
- Evaluates conformance with established environmental codes, ordinances and regulations and recommends enforcement action based on inspection findings.
- May conduct facility inspections related to the Industrial Pretreatment Program.
- Oversee compliance with the Comprehensive Quality Assurance Plan to ensure all data is scientifically valid and legally defensible.

UTILITIES GROUNDWATER SPECIAL RESEARCH COORDINATOR (continued)

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Illustrative Tasks (continued)

- May attend rule-making workshops and provide input to new state legislative changes.
- May supervise and train technical personnel, serve as project leader over other staff, or may perform work of subordinate technical personnel as needed.
- Maintains close and regular contact with advanced technical/professional management throughout all phases of projects, consulting, advising, directing and working towards common solutions.
- Reports violations of water quality standards or other permit conditions to the appropriate regulatory agency.
- Completes periodic statistical reports and submits to department management and regulatory agencies.
- Prepares, submits and administers the annual budget for planning for these special projects
- Has decision-making responsibility for long-term project plans in this field.
- 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 of water quality analysis.
- Knowledge of federal, state and local standards, rules and regulations pertaining to water quality monitoring, sampling and 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 the causes and effects of salt water intrusion and other potential contaminants to well fields.
- Knowledge of the wastewater treatment processes, including the collection and transmission system.
- Knowledge of the water treatment processes and testing of water supply systems.
- Knowledge of OSHA regulations and recognized safety procedures and practices for field monitoring activities, safe workplace, and laboratory work.
- Knowledge of the principles of environmental contamination and the ability to perform impact assessments.
- Knowledge of hydrology, geology, chemistry, and the biological sciences.
- 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 present ideas and findings clearly and concisely in written, oral and graphic form.
- Ability to appear in court as an expert witness.
- Ability to adjust, operate, maintain, calibrate and perform routine maintenance and repair on technical field and laboratory equipment.
- Ability to swim and operate small watercraft may be required, based upon area of assignment.

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| Created | EEOC Code | Overtime Code |
|---------|-------------|---------------|
| 8/02 | Technicians | Classified |