

**HARDIN COUNTY WATER DISTRICT No. 1**  
**Job Description**

**TITLE OF POSITION:** Water Quality / Measurement Specialist (Non-exempt, Pay Grade NE-16)  
**DEPARTMENT:** Operations  
**REPORTS TO:** Water Treatment Plant Supervisor  
**SUPERVISES:** No supervisory responsibilities  
**REVISED:** December, 2017

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**BASIC POSITION DESCRIPTION:**

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Under general direction from the Water Treatment Plant Supervisor, oversee all water quality sampling, testing, regulatory compliance programs, record keeping, and water loss calculations. Assist Water Treatment Plant Supervisor (WTPS) with process improvements in water treatment.

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**ESSENTIAL POSITION FUNCTIONS:**

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Develop annual sampling and reporting program, and ensure that all samples are taken, submitted, and tested. Ensure regulatory reports are filed in a timely manner to avoid fines or violations. Maintain laboratory analyst certification status as required by Division of Water Laboratory Certification standards. Use computer based data management to input test results, and analyze data to make recommendations to WTPS for improvements in processes which would improve water quality or lower treatment costs. Assist the WTPS in preparation and submittal of the Consumer Confidence Report. Develop programs and calculations to complete monthly and annual water loss estimates and file required reports with PSC. Communicate directly with customers on water quality concerns; take samples and interpret results and answer customers' questions as needed. Develop specifications and proposal requirements for soliciting pricing for laboratory testing, water quality equipment, meter test equipment, AMR programs, lab data management software and other tools and equipment used for water quality management and meter testing. Perform duties as a Water Treatment Plant Operator when necessary.

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**STANDARDS OF PERFORMANCE:**

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Excellent organizational, oral and written communication skills, including procedures. Extensive knowledge of the principles and practices of Water Treatment. Knowledge of Division of Water and Public Service Commission Safe Water Drinking Act regulations. Skill using spreadsheet and data management software programs as used in a laboratory setting (i.e; LIMS). Ability to calibrate, maintain and operate all water quality and laboratory instruments. Ability to operate a water treatment facility as scheduled and communicate effectively using written, speaking and other professional tools used in an office or technical setting. Ability to explain complex biological, regulatory and scientific terms in water treatment to children or adults. Must be able to write justification and budget request documents to make changes to water treatment process, or purchase new equipment or services. Must be able to prepare graphic based reports on water quality data, improvements.

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**MENTAL AND PHYSICAL REQUIREMENTS**

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Must be familiar with and have previous training using Windows based spreadsheet, word processing and database management software; Must be able to use all laboratory equipment for testing of water quality, including bacteria tests and results, used in a certified water and wastewater laboratory. Must be able to use other graphic presentation software. Work is primarily administrative in nature, but could include all physical work required to operate a water treatment plant which includes lifting up to 50 lbs, climbing ladders, walking up and down stairs, visually monitoring computer screens and equipment, listening for audible alarms and walking throughout treatment plant on a regular basis. Must be able to attend meetings during evening hours or drive to Water Treatment Plant to run and read samples when needed. Must be able to read visual documents, computer e-mail and reports without modification or assistance. Also must be able to address unexpected interruptions, by phone or in person.

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**WORKING ENVIRONMENT AND CONDITIONS**

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Work is primarily administrative in nature, but does include working outdoors in varying conditions to collect samples and flush hydrants. Includes all physical work required to operate a water treatment plant. Periodic travel by plane or car is also required.

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**EDUCATION, EXPERIENCE AND TRAINING**

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Associates degree in Microbiology, Chemistry or other science related field and (equivalent may include actual job experience or previous lab work); three (3) years' experience as a Water Treatment Operator preferred; Must also be able to become certified by KY Division of Water as a water and wastewater laboratory analyst within twelve (12) months after obtaining position, Requires current driver's license.

**Acknowledgement for Receipt of Job Description**

I have received a copy of the Job Description and have read and understand its contents.

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Employee Name (Please Print) Date

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Employee Signature Date

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Supervisor's Signature Date