

POSTING IS REQUIRED

Classification Notice No. 1337

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: March 2, 2011
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Wastewater Quality Technician.

As part of the Labor Study, CSA included several positions located at Wastewater Management Division's Quality Control Section. These positions are currently classified as Senior Engineering Aides and the Senior Engineering Aide class also includes employees who perform surveying duties. CSA staff interviewed the employees and accompanied the employees while they performed their field duties and determined that the positions needed their own class that accurately describes the duties performed by the employees. The new class is titled, Wastewater Quality Technician.

NEW CLASS

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Pay Grade & Range</u>
CE2432	Wastewater Quality Technician	616-E (\$38,117 - \$55,631)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday March 17, 2011 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Tuesday, March 15, 2011**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, March 15, 2011**.



Career Service Authority

Wastewater Quality Technician

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GENERAL STATEMENT OF CLASS DUTIES

Performs full performance work collecting samples and performing accurate field tests on liquids and materials using a variety of measuring devices in support of Wastewater Sampling Programs and to ensure compliance with governmental and environmental regulations.

DISTINGUISHING CHARACTERISTICS

This class collects a variety of liquid and material samples in the support of Wastewater Sampling Programs. This class is distinguished from the Wastewater Quality Control Supervisor that supervises the daily operations of the Sampling Section of the Wastewater Management Division. The Wastewater Quality Technician class is distinguished from the Water Quality Investigator that performs full-performance level investigation and enforcement work to ensure compliance with federal, state, and municipal codes and regulations relating to wastewater rules and regulations.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Collects a variety of liquids and materials according to regulatory requirements and good laboratory practice standards to ensure compliance with governmental and environmental regulations and engineering and construction specifications.

Operates, maintains, calibrates, and programs a variety of measuring devices, determines what type of data is needed for collection and/or measurement based on regulatory protocols, and evaluates equipment needs and recommends replacement when needed.

Conducts routine to difficult field analyses of bacteriological/environmental samples in storm water and investigates and identifies the sources of storm water pollution using standardized procedures.

Performs flow measurements on sanitary and storm water and samples sanitary sewage for industrial waste.

Prepares and interprets reports and enters and retrieves information in a computer.

Observes all common safety practices associated with the work assignment.

By position, assists in training and checking the work of other employees on various projects.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Customer Service – Works and communicates with clients and customers to satisfy their expectations and committed to quality services.

Reading - Learns from written material by determining the main idea or essential message; ability to recognize correct English grammar, punctuation and spelling.

Writing - Uses correct English grammar, punctuation and spelling to communicate thoughts, ideas, information and message in writing.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Arithmetic/Mathematical Reasoning - Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Reasoning - Discovers or selects rules, principles, or relationships between facts and other information.

Mental Visualization - Sees things in the mind by mentally organizing and processing symbols, pictures, graphs, objects, or other information. For example, sees a building from a blueprint, or sees the flow of work activities from reading a work plan.

Applies Technology to Tasks - Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

Organizational Awareness - Knows how social, political, organizational, and technological systems work and operates effectively with them. This includes the policies, procedures, rules and regulations of the work unit or organization.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Skill in conducting investigations to ensure compliance with applicable rules and regulations.

Knowledge of common safety hazards and precautions in order to safeguard self and others in creating and maintaining a safe work environment.

Skill in cleaning, packing and storing tools and equipment.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Atmospheric Conditions: conditions that affect the skin or respiratory system.
May be exposed to extremes of heat and cold in all weather conditions.
May come in contact with contaminated materials including radiation and hazardous waste.
Subject to work in a confined space.

Education Requirement:

Graduation from high school or the possession of a GED Certificate.

Experience Requirement:

Two years of experience performing environmental sampling or three years of performing wastewater field experience.

Education/Experience Equivalency:

Additional appropriate education in a physical science may be substituted for one year the minimum experience requirement. OR
Bachelor's Degree in a physical science may be substituted for the experience requirement.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application and as a condition of continued employment.

CLASS DETAIL

FLSA CODE: Non-Exempt
ESTABLISHED DATE: 09/16/1995
REVISED DATE: xx/xx/2011
REVISED BY: Patricia Anderson
CLASS HISTORY This is a new class.