

## **CLASS TITLE: WATER QUALITY SPECIALIST**

**PURPOSE OF THE CLASSIFICATION:** Under general direction, performs professional work in the development, evaluation, and implementation of plans and projects required to protect and improve the quality of Tulsa's water supply; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Organizes and holds technical meetings to collect information concerning water quality and prepares written records of those meetings
- Implements and /or coordinates implementation of various public and private projects, including but not limited to the on-site coordination of voluntary programs for waste disposal using best management practices
- Prepares detailed reports, writes grant proposals, plans graphics and written presentations
- Administers and supervises long and short term water quality planning programs
- Provides information and coordinates the work of various agencies and firms engaged in source water protection work with the City of Tulsa and States of Oklahoma and Arkansas
- Responds to community questions both verbally and in writing
- Prepares scope of services for consulting contracts and reviews and administers resulting work agreements
- Ensures the protection and enhancement of public lands through planning and oversight
- Assists in water quality program project objectives, research activities, and other related duties as assigned
- Coordinates and manages completion of multiple consultant contracts in a timely manner
- Confers with private consultants, public officials, and various citizen and civil groups
- Represents the City of Tulsa at the state level, providing recommendations to state and federal agencies and City staff concerning source water quality protection and non-point source and water pollution issues
- Reviews and tracks State and Federal proposed rules, regulations, guidelines, and legislation concerning source water protection and non-point source pollution issues
- Advises City of Tulsa and writes position papers to State and Federal agencies regarding these issues
- Must report to work on a regular and timely basis

**Reasonable accommodations will be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a Master's degree in water resources, or a closely related field, with experience and knowledge of agri-business preferred; or the equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of community and regional planning; good knowledge of federal and state grant funded programs in water quality and water resources; and good knowledge of water, non-point and source pollution related issues. Ability to work well with citizen organizations, community and professional organizations; ability to complete planning assignments through analysis and compilation of complex technical and statistical information; ability to formulate and create planning solutions and prepare comprehensive planning documents; ability to review, analyze and present data clearly and concisely; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to twenty (20) pounds; frequent carrying pushing, and pulling up to twenty (20) pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Page 2 (continued from Water Quality Specialist)

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is both indoors in an office setting and outdoors on rural agricultural and urbanized sites and in inclement weather; and requires travel to various City locations and the Lake Eucha watershed area.

**Class Code: 2535**

**EEO Code: N-01**

**Pay Code: AT-36**

**Group: Engineering, Planning and Technical**

**Series: Professional Engineering**

**Effective Date: December 1, 2000**