

CITY OF GLENDALE

TITLE: Water Quality Data Coordinator	CLASS CODE: 963
REPORTS TO: Water Quality Lab Manager	GRADE: 25
DEPARTMENT: Utilities	FLSA: E
JOB SPECIFICATION DATE: July 1, 2005 bwg	

JOB SUMMARY:

Manages computerized Water Quality databases that store industrial pretreatment data and laboratory data used for compliance assessment and reporting required by federal and state regulations. Generates regulatory reports, information for facility design and information in response to citizen inquiries.

ESSENTIAL FUNCTIONS:

1. Designs databases to promote efficient and accurate data storage and retrieval.
2. Develops record keeping, reporting and communication protocols between different Water Quality functions to assure timely and accurate data transmission and entry.
3. Compares electronic data to original laboratory bench sheets to ensure the accuracy of the database.
4. Provides supplemental quality assurance by reviewing the appropriateness and reasonableness of analytical data.
5. Designs software interfaces that promote efficient and accurate data entry and enhance data retrieval and report formatting.
6. Designs and implements automated data verification routines for quality assurance.
7. Designs electronic data reporting formats for commercial laboratories to use when reporting analytical results.
8. Develops methods for acquiring data directly from analytical instruments in a format that can be merged directly into a relational database.
9. Performs statistical analysis of pretreatment data, drinking water data, and reclaimed water data to identify baseline conditions, trends and anomalies, and to provide early warning of changing conditions in such systems.
10. Develops appropriate queries and report formats to provide data sets that make possible the completion of regulatory reports, support decision making for facility design, and provide appropriate responses to citizen inquiries.
11. Processes the results of data base queries with companion software for statistical analysis or graphical presentation.

SECONDARY FUNCTIONS:

12. Assists in identifying and selecting computer software and hardware.
13. Performs minor maintenance on computers and related peripheral devices.
14. Trains Water Quality personnel on software and custom applications.
15. Provides data entry assistance.
16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Water and wastewater chemistry
Water quality laboratory and industrial pretreatment functions
Personal computer hardware and peripherals
Relational data bases, specifically Microsoft Access 2.0
Sample collection, preservation and analysis techniques for drinking water and wastewater.
Arizona Department of Environmental Quality compliance assessment and reporting requirements for drinking water and wastewater

Skill in:

Designing data bases for efficient and accurate data storage and retrieval

Ability to:

Program relational database applications in Microsoft Access 2.0
Install personal computer software
Troubleshoot software problems
Customized data base queries for a wide variety of informational needs

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in chemistry, biology, physics, or a related physical science, and three years experience as a laboratory analyst, treatment plant operator in drinking water or waste water or member of an industrial pretreatment program, which includes experience with relational databases.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Weekend and Holiday work may be required.
Normal workweek may include weekends.