

DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

Working Title: Public Water Supply Specialist - Entry
Classification Title: Water Supply Specialist
Work Location: Fitchburg

Position Summary: This position is responsible for implementation of the public water supply program including work related to public health, enforcement, data management, contracted county liaison and general compliance and technical assistance within a defined geographical area. This position serves as a member of the Public Water Supply Program.

The emphasis is in developing skills in working with and/or understanding the program, public water system types and the different regulatory requirements for the different system types, and the mechanics of the program and the job duties; and developing an understanding of and applying the statutes, rules, regulations, administrative code and standards required in the program area such as knowledge of compliance and enforcement principles, methods to achieve compliance, and reporting requirements and troubleshooting reporting issues.

This position works under close supervision of the regional Public Water Supply Field Supervisor in the Bureau of Drinking Water and Groundwater. This position works with department staff, contractors, and other agencies under the supervision of senior staff. This position is non-supervisory. This position provides assistance to meet statewide safe drinking water priorities. This position does not have final approval authority for plans, specifications or legal decisions related to the public water supply program.

Geographic Scope and Travel Requirements: This position is in the Public Water Supply Program of the Bureau of Drinking Water and Groundwater and is based in a regional field office. Significant travel is required throughout the assigned area, with some statewide travel required for meetings.

Goals and Tasks

- 50% A. Public Health
 - A1. Identify Public Water Systems (PWS) needing surveys, schedule and conduct field inspections of each assigned PWS no less than once every 3 or 5 years depending on the system type, with the assistance of senior staff.
 - A2. Complete sanitary survey reports detailing results, required actions and timelines for corrective action, with the assistance of senior staff. Conduct follow-up of required corrective actions in a timely manner.
 - A3. Conduct limited investigative water sampling at PWS, when warranted, to monitor compliance with Safe Drinking Water Act (SDWA) drinking water standards, with the assistance of senior staff.
 - A4. Track and review PWS compliance with SDWA sampling requirements, treatment techniques and drinking water quality criteria.
 - A5. Provide limited technical assistance in investigating and correcting contamination problems, including recommendations for corrective actions.
 - A6. Complete new well site surveys, with the assistance of senior staff.
 - A7. Review and comment on treatment applications and approvals for health-related treatment systems, with the assistance of senior staff.
 - A8. Review and comment on plans and specifications.

- A9. Observe well grouting and pressure tests of pitless adapters and units, with the assistance of senior staff, initially.
 - A10. Coordinate with state and local agencies on water quality and pressure issues, Maximum Contaminant Level (MCL) violations and remedial actions.
 - A11. Implement state and federal rules governing operator certification and lab certification.
 - A12. Review and process public water system variance requests in collaboration with Private Water field staff.
 - A13. Communicate with citizens and the media on public water supply issues with the assistance of senior staff.
- 15% B. Enforcement
- B1. Follow-up on all violations of SDWA monitoring and reporting requirements, with the assistance of senior staff.
 - B2. Follow-up on all MCL violations. Track and follow-up on all violations of public notice requirements.
 - B3. Initiate, follow-up and support enforcement including cooperation with Department of Justice (DOJ) on referrals and court actions, with the assistance of senior staff.
- 5% C. Data Management
- C1. Maintain PWS and other inventory data pertinent to the program for both the public drinking water data system and the groundwater retrieval network.
 - C2. Maintain an accurate inventory of new PWS by review of well construction reports, review of potential PWS, review of well notification reports and assessment of new facilities while in the field.
 - C3. Maintain an accurate inventory of inactivated PWS by field investigation of changes as needed.
 - C4. Maintain and update Drinking Water System monitoring assessments.
 - C5. Maintain and update Drinking Water System sanitary survey information.
- 10% D. Contract County Liaison
- D1. Provide training and technical assistance to county governments contracted to provide inspection and sampling of transient noncommunity systems (TNs).
 - D2. Initiate stepped enforcement proceedings upon receipt of contracted county staff violation referral requests, with the assistance of senior staff.
 - D3. Participate in joint inspections with county staff to provide technical training and insure consistency.
 - D4. Participate in formal audits of contracted county personnel.
- 15% E. General Compliance/Technical Assistance/Miscellaneous
- E1. Provide compliance guidance to PWS owners, operators, and contractors. Interpret state and federal requirements to PWS owners and operators.
 - E2. Provide regulatory assistance in implementation of required actions.
 - E3. Provide technical assistance regarding local hydrogeological conditions and possible threats to wells.
 - E4. Maintain complete and accurate PWS facility files.
 - E5. Review monthly pumpage and chemical addition reports and follow-up as needed.
 - E6. Identify new PWS needing monitoring assessments and participate as needed in the completion of monitoring assessments for existing PWS.
 - E7. Track and review consumer confidence reports for community water systems.

- E8. Provide training, information and education to owners and operators of PWS, external partners, other department staff and the interested public regarding the PWS program.
- E9. Participate in developing and implementing strategies for new rules and policies.
- E10. Mentor and provide training to new DG employees.
- E11. Provide coverage for other program staff in their absence.
- E12. Integrate with other DNR programs relating to PWS activities.
- E13. Other duties as assigned.

5% F. Organizational Responsiveness.

- F1. Review and keep abreast of changes in knowledge and practices of position-related activities.
- F2. Participate in job-related training and organizational meetings as assigned by supervisor.
- F3. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.
- F4. Perform other position-related duties as assigned.
- F5. Follow all general and position-related safety requirements.

Knowledge, Skills and Abilities

1. Knowledge of the principles of chemistry, groundwater chemistry, geology, hydrogeology, determinative bacteriology, public health sanitation and microbiology
2. Ability to assure quality of data collection.
3. Skill in the use of personal computers with an emphasis on use of the Microsoft Office Suite, relational databases, and the internet.
4. Skilled in map reading
5. Skill in written and oral communication and public outreach and educational techniques related to drinking water issues and ability to effectively communicate verbally and in writing with staff, customers and other local/state agencies.
6. Ability to employ analytical abilities, pragmatism, and other tools to resolve complex problems in a variety of situations.
7. Ability to conduct department transactions with honesty and professional ethics.
8. Skilled in planning, prioritizing, sequencing, and managing over-all workload responsibilities to complete tasks in a timely fashion.
9. Ability to work independently and to take action on own initiative to meet critical program goals.
10. Ability to establish and maintain effective team working relationships with co-workers, supervisors, other agency officials, advisory committees, industry partners, and members of the public.
11. Ability to learn the general rules related to the Safe Drinking Water Act.
12. Ability to analyze, interpret and apply federal and state code requirements.
13. Knowledge of other State, Federal, county, and local health agencies and their roles to protect the health of drinking water and groundwater users.
14. Ability to learn the use of monitoring equipment, field GPS equipment.
15. Ability to be a liaison for County contracts for transient non-community systems.
16. Ability to understand well construction and water supply distribution design; contamination treatment.
17. Ability to interpret water sample and monitoring data.
18. Ability to learn and apply the DNR stepped enforcement procedures.

Physical Requirements and Environmental Factors:

Strength Requirements

Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 50% over a year's time.

Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) about 50% over a year's time.

Physically, this position will spend a majority of time talking, hearing, seeing, handling, fingering, sitting and walking. The position will also spend time standing, carrying, lifting, reaching, climbing, bending at the waist, kneeling, and crouching.

Environmental Factors: Activities of this position occur inside and outside in approximately equal amounts. The employee will be exposed to extreme cold (temperatures below 32 degrees for periods of more than one hour). There may be situations involving sufficient noise to cause the employee to shout in order to be heard. There may be exposure to hazards such as proximity to moving mechanical parts and/or conditions that affect the respiratory system or skin, such as fumes or odors that could result in bodily injury.