



POSITION DESCRIPTION AND QUALIFICATIONS

Watershed & Water Quality Specialist I

Market

Reports to: Water Resources & Customer Service Manager

Non-Exempt

GENERAL STATEMENT OF CLASS

The Watershed & Water Quality Specialist I will act as a departmental bridge between Medford Water's Watershed and Water Quality departments. Position responsible for providing support related to watershed management, natural resource protection, water treatment, water distribution, and water quality programs.

ESSENTIAL DUTIES

The position will assist with the planning and coordination for water quality monitoring and analysis, drinking water protections, watershed enhancement projects, research and empirical analysis of the geology and hydrology of the watershed, public outreach and education, field investigations, and mapping/Geographic Information Systems (GIS) analysis. This position will perform drinking water sampling, laboratory analysis, data management, public outreach, engaging community partners and agencies in program implementation, vernal pool preserve maintenance, water quality planning, and management and maintenance activities for forested lands and the Big Butte Springs Watershed. Active Communication and Respectfulness of co-workers and the public are skills required for this position, as are incorporating Medford Water Commission Values into daily activities.

EXAMPLES OF WORK *(Illustrative Only)*

- 1) Assist in the planning, management, and monitoring of watershed protection activities.
- 2) Support sound working relationships and coordinate watershed protection activities with watershed partners including local/regional organizations, residents, community groups, federal, and state and local agencies.
- 3) Conduct monitoring and analysis of water quality and quantity parameters for groundwater and surface water systems. Collect, organize, display, analyze data, and prepare reports. Operate and maintain monitoring equipment and data.
- 4) At times, support the water quality department through water quality sampling, data analysis and fire hydrant flushing. Assists in the maintenance and operation of lab equipment.
- 5) Establish and maintain Water Information Management System (WIMS) and GIS databases; management of water quality data, along with watershed and source water features including forest lands, irrigation features and monitoring stations.
- 6) Other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

This position requires professional and technical knowledge of water resources and other natural resources. Must have previous experience using ArcGIS software. Areas of desired knowledge and experience include water quality analysis, ecosystem function and restoration, watershed processes, sustainability and environmental regulatory compliance, and water rights.



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This position requires excellent communication and teamwork skills, keen analytical ability, and independent judgement on complex issues. Duties are carried out under the guidance of supervisors, but with considerable independence, and within the framework of established policies, procedures and guidelines. Ability to perform responsible and difficult project work involving the use of independent judgement and professional initiative.

COMPETENCIES

Technical Capacity, Organization Skills, Teamwork Orientation, Communication Proficiency, Collaboration, Time Management, Results Driven and Ethical Conduct

TRAINING, EXPERIENCE, AND LICENSING REQUIRED

Bachelor's degree from an accredited college or university with major course work in environmental studies, watershed management, natural resources management, environmental engineering, environmental science or related field and demonstrated one (1) year of experience in water quality, watershed management, or similar field. Other post-high school degree, or a high school diploma with an equivalent combination of education and experience providing the knowledge, skills and abilities sufficient to successfully perform the essential duties of the position will be considered.

PHYSICAL REQUIREMENTS

Work performed includes a combination of office and local field activities which may involve exposure to dirt, noise, hazardous materials, confined spaces, adverse weather conditions and other site specific environmental conditions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation and chemicals.

Positions in this class typically require kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions

Medium work: exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.



POSITION DESCRIPTION AND QUALIFICATIONS

Watershed & Water Quality Specialist II

Market

Reports To: Water Resources & Customer Service Manager

Non-Exempt

GENERAL STATEMENT OF CLASS

The Watershed & Water Quality Specialist II will act as a departmental bridge between Medford Water's Watershed and Water Quality departments. This position is responsible for advanced support related to watershed management, natural resource protection, water treatment, water distribution, and water quality programs.

ESSENTIAL DUTIES

Responsible for streamlining the planning and coordination for water quality monitoring and analysis, drinking water protections, watershed enhancement projects, research and empirical analysis of the geology and hydrology of the watershed, public outreach and education, field investigations, and mapping/Geographic Information Systems (GIS) analysis. This position will perform drinking water sampling, laboratory analysis, data management, engaging community partners and agencies in program implementation, vernal pool preserve maintenance, water quality planning, and management and maintenance activities for forested lands and the Big Butte Springs Watershed. Active Communication and Respectfulness of co-workers and the public are skills required for this position, as are incorporating Medford Water Commission Values into daily activities.

EXAMPLES OF WORK *(Illustrative Only)*

- Assisting with implementing the Watershed Protection Program.
- Performing complex lab testing, analysis, and documentation.
- Assist in evaluating and interpreting water quality data related to water treatment and distribution systems, and watershed water quality studies.
- Writing departmental reports, including business practices.
- Mentoring student interns in watershed and water quality career paths.
- Assist in the planning, management, and monitoring of watershed protection activities.
- Support relationships and coordination of watershed protection activities with residents, community groups, local/regional organizations, and federal/state/local agencies.
- Conduct monitoring and analysis of water quality and quantity parameters for groundwater and surface water systems. Collect, organize, display, analyze data, and prepare reports. Operate and maintain monitoring equipment and data.
- At times, support the water quality department through water quality sampling, data analysis and fire hydrant flushing. Assists in the maintenance and operation of lab equipment.
- Analyze data of fire hydrant flushing. Evaluate/maintain detailed records of flushing and water quality data.
- Establish and maintain Water Information Management System (WIMS) and GIS databases; management of water quality data, along with watershed and source water features including forest lands, irrigation features and monitoring stations.



POSITION DESCRIPTION AND QUALIFICATIONS

Watershed & Water Quality Specialist II

Market

Reports To: Water Resources & Customer Service Manager

Non-Exempt

- Other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Position requires professional and technical knowledge of water resources and other natural resources. Must have previous experience using ArcGIS software. Areas of desired knowledge and experience include water quality analysis, ecosystem function and restoration, watershed processes, sustainability and environmental regulatory compliance, water rights, lab capabilities, demonstrated lab proficiencies. Ability to perform responsible and difficult project work involving the use of independent judgement and professional initiative.

COMPETENCIES

Technical Capacity, Business Acumen, Results Driven, Organization, Communication, Collaboration, Time Management, Teamwork, and Ethical Conduct

TRAINING, EXPERIENCE, AND LICENSING REQUIRED

Bachelor's degree from an accredited college or university in environmental studies, watershed management, natural resources management, environmental engineering, environmental science or related field, and three (3) years of demonstrated experience in water quality, watershed management, or similar field, or a high school diploma plus an equivalent combination of education and experience providing the knowledge, skills and abilities sufficient to successfully perform the essential duties of the position will be considered. A valid Oregon driver's license with an acceptable driving record is required.

PHYSICAL REQUIREMENTS

Work performed includes a combination of office and local field activities which may involve exposure to dirt, noise, hazardous materials, confined spaces, adverse weather conditions and other site-specific environmental conditions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation, and chemicals.

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