

**CAPITAL REGION WATER  
WATER QUALITY ADMINISTRATOR  
JOB DESCRIPTION**

**POSITION SUMMARY**

This professional and administrative position is responsible for the activities of the Department of Water Quality, including the Water Laboratory and the administration of Capital Region Water's (CRW's) Water Quality Programs in accordance with public health and scientific standards and Federal, State, and local regulations. In addition, the employee is responsible for public relations with regard to water quality and distribution, water conservation and public education. This employee plans, coordinates and directs the various Departmental functions under the policy direction and supervision of the Drinking Water Superintendent.

**ESSENTIAL RESPONSIBILITIES & FUNCTIONS**

- Maintains and carries out an approved water quality monitoring program,
- Operates and maintains certification of CRW's water laboratory.
- Communicates effectively with State and Federal Regulatory Agencies, consumers, and plant operators.
- Keeps current with regulatory changes and new information and practices within the water supply industry and related public health matters.
- Directs adjustments in chemical addition rates to the water supply.
- Controls expenditures of budgeted funds and prepares budget recommendations.
- Obtains price quotes and prepares specifications for water treatment chemicals and laboratory supplies.
- Submits reports to State and Federal Agencies.
- Furnishes technical advice to the Drinking Water Superintendent as required.
- Plans and implements training classes for personnel engaged in Drinking Water activities.
- Maintains regular, punctual and predictable attendance.
- Establishes and maintains an effective working relationships with supervisors, co-workers and the general public.
- Completes all assignments in an efficient, consistent and timely manner.

**EDUCATION AND WORK EXPERIENCE**

- Knowledge and understanding of the biological and chemical principles of water supply, treatment, and distribution and the ability to apply this knowledge and understanding to water treatment decisions, laboratory practice, and monitoring.
- Knowledge of the regulatory and administration requirements of the Safe Drinking Water Act.
- Ability to communicate effectively and act decisively.
- Ability to communicate technical information to a non-technical audience.
- Ability to prepare clear, concise reports and budget recommendations and maintain accurate records.
- B.S. degree in microbiology, biology or related field, including successful completion of at least one college-level environmental microbiology laboratory course.
- Two (2) years of experience in water quality monitoring and analysis.
- Three (3) years of experience in water treatment or any combination of experience and training which provides the required knowledge, skills and abilities.
- Valid PA Class C driver's license, or equivalent.

**WORK ENVIRONMENT & EQUIPMENT USED**

- Work is performed at the Water Services Center, auxiliary facilities, and in the field.
- Administrative duties require the use of computers for data entry, recordkeeping, and word processing.
- Employee is subject to varied work conditions in and out of doors, including noise, fumes, odors, hazardous materials, and inclement weather.
- Duties are typically performed weekdays from **7:00** a.m. to **3:30** p.m.; however, employee may work nights, weekends and holidays as required.