

Lake Havasu City, Arizona

Class Description



Title: Water Compliance Specialist
Department: Public Works
Division: Water
Grade: CP10

FLSA Status: Non-Exempt
Job Code: 113207220
Updated: 8/1/2025
Salary: \$29.68-\$43.04

General Definition of Work

Performs duties in compliance with monitoring and reporting for the City's Water Division and assures compliance with state and Federal environmental regulations and standards, and City policies, procedures, and goals. Responsible for flushing the City's distribution system and collecting water samples. This position will include learning water treatment and assisting Plant Operators as needed. Work is performed under the direction of the Plant Operator Lead and Utility Supervisor.

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Responsible for all sampling programs. Schedules samples and determines which samples and frequency of samples are needed.

Collects samples of bacteriological, disinfectant byproducts (DBPS), arsenic, iron, lead, and copper, Unregulated Contaminant Monitoring Rule (UCMR), and any other required by Arizona Department of Environmental Quality (ADEQ) and U.S. Environmental Protection Agency (US EPA).

Reviews sample results.

Responds to customer water quality inquiries and complaints and report information to the supervisor.

Keeps abreast of water regulations.

Submits monthly reports to ADEQ.

Maintains required ADEQ certifications.

Analyzes, monitors, updates, and maintains records, reports, and program compliance processes and procedures essential for maintaining environmental compliance with Federal, State, and local regulations.

Maintains environmental documentation as required by Federal, State, and County permits, regulations, and statutes.

Makes independent water quality assessments to correct distribution system water quality issues through flushing and initiates or performs actions to implement corrections to resolve customer complaints.

Review utility distribution system maps to determine the water source and flow, proper valves, and adequate flushing locations to conduct specific flushing activities throughout the distribution system. Reports corrections and updates to supervisor.

Operates programmable equipment to control and adjust automatic flushing devices to ensure water quality compliance.

Utilizes proper safety precautions in all work performed, and reports problems and emergency situations.

Supports the relationship between the City and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals, priorities, vision, and values, and complies with all City policies and procedures.

Maintains absolute confidentiality of work-related issues and City information.

Performs other duties as required or assigned.

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Minimum Qualifications

High School Diploma or GED with coursework in water treatment and water distribution, and moderate experience in sample collection technique, or equivalent combination of education and experience.

Special Qualifications

Arizona Department of Environmental Quality (ADEQ) Water Treatment II certification upon hire.

Must meet and maintain all training and education requirements for the position.

Knowledge, Skills & Abilities

Thorough knowledge of City policies and procedures; Federal and State regulations for water including United States Environmental Protection Agency (USEPA), the Safe Drinking Water Act (SDWA), the Clean Water Act (CWA), Arizona Department of Environmental Quality (ADEQ),

Working knowledge of databases and database design; working knowledge of biology, microbiology, chemistry, and/or environmental science.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in short- and long-range strategic planning and recommendations; skill in analytical, quantitative, problem-solving, organization, and time-management; skill to coordinate effectively with public and private agencies and stakeholders; skill in project management, customer service, and relationship building.

Ability to research, collect, and organize data; ability to develop, implement, and continuously improve all aspects of water quality and regulation; ability to stay in compliance with federal and state regulations; ability to juggle competing priorities with strong attention to detail; ability to communicate effectively in oral and written form; ability to deal courteously and effectively with the public; ability to establish and maintain effective working relationships with associates, contractors, and the general public.

Working Conditions

This work is mostly sedentary and on occasion requires exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and walking and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office, light traffic).
