

***POSITION DESCRIPTION***  
***Guadalupe-Blanco River Authority***  
***GBRA # 4012 Rev. Eff: 10-16-17***

**POSITION TITLE: Water Quality Technician I**

**I. ORGANIZATION**

Division: Water Resources    Grade: 4            Revised: 10/16/17

System: N/A                    Salary Category:    Non-exempt

**II. REPORTING RELATIONSHIPS**

Immediate Supervisor: Water Quality Project Manager

Next Higher Supervisor: Deputy Executive Manager of Operations and Water Quality

**III. JOB SUMMARY (Including number of personnel supervised, if applicable)**

This individual is responsible for assisting the Water Quality department with GBRA's water quality monitoring programs with sample collection following the monitoring schedule, bio-assessments, water quality investigations, sample pick up as requested by laboratory customers, data entry and administrative support.

**IV. TYPICAL DUTIES (May include, but not limited to the following:)**

- A. Assist the Water Quality department with the monitoring projects sample collection following the monitoring schedule and assist with stream bio-assessments, following project-specific Quality Assurance Project Plans.
- B. Assist with water quality investigations.
- C. Prepare chemical reagents and standards for field sampling.
- D. Assist the Water Quality department with clerical duties such as data entry, reports, invoices, filing, maintaining and retrieving documents, equipment information and records, answering phone calls, taking messages, calling customers and vendors.
- E. Assemble, maintain, clean, calibrate, store and record data for field equipment.
- F. Follow and observe all safety procedures.
- G. Assist with restocking water quality sample bottle supply, as needed.
- H. Assist in the preparation of various reports, giving presentations, etc.
- I. Maintain appearance; comply with GBRA policies and procedures at all times.

**V. REQUIREMENTS OF THE POSITION**

Education:

Degree in Natural or Physical Science with 2 years of work experience.

Registrations and Licenses:

1. Texas Driver's License
2. Acceptable M.V.R.

Experience:

Previous water quality field work or some laboratory work is preferred.  
Knowledge of Microsoft Office products.

Special Requirements:

Must be able to interpret and follow written field procedures in English as well as plan and perform precise measurements accordingly.

## **VI. WORKING CONDITIONS, TRAVEL, EQUIPMENT USED**

A. Working conditions:

Work is performed both indoors (50% of job tasks) as well as outdoors (50% of job tasks). Sedentary computer work in climate controlled, well-lit conditions are the norm when working indoors. Fieldwork/outdoor work is required. Normal work hours and occasional evenings.

B. Travel:

Overnight travel to professional seminars and operating divisions of GBRA is occasionally required.

## **VII. ESSENTIAL JOB FUNCTIONS**

- A. Adhere to safety practices and policies as described in the GBRA safety manual.
- B. Physical strength to lift forty pounds overhead is a necessity.
- C. Possess hand-eye coordination, finger dexterity, depth perception and color vision to work effectively with sampling and monitoring equipment.
- D. Operate a motor vehicle.
- E. Communicate effectively with customers, clients, and auditors both orally and in writing.
- F. Ability to walk repeatedly up and down creek and river banks typical of the Texas Hill Country, Post Oak Savannah, and Coastal Plains while carrying sampling and/or monitoring equipment.
- G. Communicate effectively using the telephone, email, and fax.