

**POSITION: WATER QUALITY SPECIALIST**  
**DEPARTMENT: VANDERBURGH COUNTY COMMISSIONERS**  
**DIVISION: VANDERBURGH COUNTY SOIL AND WATER CONSERVATION**  
**DISTRICT**  
**JOB CATEGORY: PAT**

**STATUS: FULL TIME**  
**FLSA STATUS: EXEMPT**  
**DATE WRITTEN: JANUARY 1992**  
**DATE REVISED: APRIL 2003**

The Water Quality Specialist (WQS) serves as principle administrator of erosion control Rule 5 and all phases of the Clean Water Act Indiana Projects.

## **DUTIES**

1. The WQS is responsible for administering all aspects of Rule 5 for the Vanderburgh County Soil Water Conservation District (SWCD)
2. The WQS will also perform duties related to the Local Control Ordinance when a balance in the work load is indicated.
3. The WQS is the administrator for the Clean Water Indiana program.
4. The WQS will assist the public via telephone and office visits by answering questions and distributing requested education materials.
5. The WQS will assist water quality data collection through chemical testing, biological monitoring, and assessing sites.
6. The WQS will work with natural resource professionals to implement existing and new water quality improvement projects.
7. The WQS will work with SWCD to plan workshops and seminars for builders, developers and other professionals involved in any related water quality projects.
8. The WQS will write articles and assists with developing the District Newsletter
9. The WQS will attend monthly board meetings and submit weekly activity reports to the SWCD Chairperson and to her/his supervisor.
10. The WQS will perform various duties as directed by the SWCD Board.

## **QUALIFICATIONS**

- Bachelor of Science Degree in biology, agriculture, natural resources or related field
- C.P.F.S.C.A. accreditation within six months of employment
- Willing to pursue additional training as required by the SWCD Board
- Valid Indiana Driver's License and qualify for insurance

## **COMPENSATION**

The WQS is a full-time County position with benefits.

## **JOB REQUIREMENTS**

1. The WQS will work within predetermined guidelines to accomplish the goals of the SWCD. He/she will work with the Department of Natural Resources Soil Conservation Stormwater Specialist to ensure State and Federal requirements are met.
2. The WQS position requires extensive knowledge of methods for improving water quality as well as state, local, and federal laws governing water quality and land disturbance.
3. The WQS must have computer skills including Geographical Information System (GIS).
4. The WQS must be competent in using office equipment at SWCD.
5. The WQS must have the ability to communicate with other agencies and the public in a clear, tactful, courteous, and efficient manner.
6. The WQS must have the ability to read, understand, and interpret aerial, topographical, and soil maps.
7. The WQS must follow all personnel policies of Vanderburgh County.
8. The WQS must follow the directives and policies of the Vanderburgh County Soil and Water Conservation District.

## **RESPONSIBILITY**

The WQS works within predetermined guidelines to accomplish goals and objectives. The WQS shall be supervised by the District Conservationist on a daily basis.

In the final analysis the WQS shall be responsible to the Vanderburgh County SWCD Supervisors.

## **PERSONAL RELATIONSHIPS**

The WQS maintains frequent contact with other conservation agencies, schools, other county departments and members of the public for providing explanation and interpretation of District policies and procedures.

The WQS maintains daily contact with the District Conservationist.

The WQS maintains frequent contact with the Vanderburgh County Soil and Water Conservation District Supervisors.

## **PHYSICAL EFFORT AND WORK ENVIRONMENT**

The WQS performs duties in the field and in a standard office environment, requiring little unusual physical exertion other than bending, walking or stooping.