

City of Dunedin, Florida
Class Description

JOB TITLE: Hydrogeologist
Water Division

GENERAL STATEMENT OF JOB

Under general supervision, manages the expansion, operation and maintenance of the citywide well field; prepares City responses to well field issues; handles Water Use Permit (WUP), ground water monitoring, reclaimed water issues for the Wastewater Division; performs all requirements set forth in the City's WUP issued by the Southwest Florida Water Management District (SWFWMD).

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Prepares responses to county, state and federal regulatory agencies regarding well field issues and ground water monitoring for the Water and Wastewater Divisions.

Prepares monthly and annual status report for the well field.

Plans and directs well contractors for activities such as new well construction, acid treatment, abandonments, well modification, aquifer testing and geophysical logging.

Directs all well field construction projects.

Sizes and selects new pumps, motors and equipment for wells.

Conducts presentations and tours of City water treatment plant and well field for various public and private organizations and consultants.

Identifies and selects water production zones, brackish zones and confining units using geophysical logging.

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Prepares and reviews technical specifications for new well construction, well rehabilitation, geophysical logging, aquifer testing, well house construction, and abandonments.

Prepares City's Annual Well Field Report that includes statistical analysis, water quality analysis, sinkhole analysis and environmental impact analysis for submittal to SWFWMD.

Revamps sampling procedure and collects monthly, quarterly and bi-annual production and monitoring well samples and water level measurements.

Directs expansion of City well field, allowing for the spreading well field pumpage.

Designs and maintains dedicated groundwater monitoring program for City's WUP conditions.

Provides budget recommendations for well field issues.

Directs preparation and presentation of City's required Water Use Permit/Renewal for the public supply well field.

Investigates report conditions and coordinates solutions for potential contamination source issues which resulted in a draft well field protection plan.

ADDITIONAL JOB FUNCTIONS

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, copying and filing documents, etc.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a bachelor's degree with ten years of experience in a related field.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Florida Licensed Professional Geologist (P.G.)

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PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Hydrogeologist. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has excellent secretarial, bookkeeping, coordination, computer and interpersonal skills. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to maintain confidentiality as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to offer assistance to fellow employees as necessary.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office practices and equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, recording equipment, calculator, telephone. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling;

Mathematical Aptitude: Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

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Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

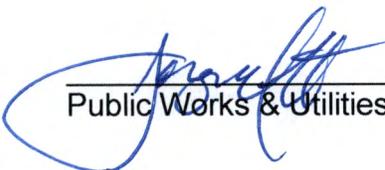
ADA Compliance

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Public Works & Utilities Director

9/15/16

Date