



## CITY OF RICHLAND

<b>CLASSIFICATION TITLE:</b> ENVIRONMENTAL COMPLIANCE/SOURCE CONTROL SPECIALIST	<b>JOB #:</b> 3031	<b>AFFILIATION:</b> Affiliated (IUOE)
<b>REPORTS TO:</b> WASTEWATER/STORMWATER MANAGER OR DESIGNEE	<b>PAY GRADE:</b> N/A	<b>FLSA STATUS:</b> Non-Exempt

### **GENERAL SUMMARY**

Under general supervision of the Wastewater/Stormwater Manager or designee, implements and maintains the City's wastewater pretreatment program, the City's stormwater facility inspection program, and other work operating and monitoring sewer plant equipment; ensures compliance with the wastewater pretreatment program and stormwater program as mandated by State and Federal regulations; inspects, samples, permits and provides technical support for City industrial users.

### **ESSENTIAL JOB FUNCTIONS**

*Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Acts as a communication focal point between the City and users regarding the wastewater pretreatment program and the stormwater program.
- Identifies users not currently subject to pretreatment program requirements or stormwater program requirements which fall under its requirements.
- Develop and maintain discharge permits for industrial users. Recommend modifications as needed.
- Evaluates user industrial wastewater treatment facilities and on-site stormwater facilities.
- Evaluates industrial users' pretreatment facilities, stormwater facilities, construction plans, laboratory results and other plans as applicable.
- Performs specified field analyses on a routine basis throughout the wastewater and stormwater collection system and at the compost facility.
- Develops, implements, and maintains related pretreatment and stormwater schedules, records and reports.
- Participates in continuing education program related to wastewater, pre treatment and stormwater.

- Investigates, identifies and documents non-compliance issues with users and communicates such issues to appropriate entities.
- Ensures user compliance with pretreatment program and stormwater.
- Performs sampler installation, maintenance, monitoring and collection.
- Operates and maintains other standard pretreatment and sampling equipment (samplers, hoists, computers, etc.).
- Performs duties of Plant Operator and related work as required.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES**

*Specific and realistic knowledge, skills and abilities typically necessary to competently perform this job.*

**Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Eastern Washington Storm Water Permit.
- Richland Publicly Owned Treatment Plant NPDES Permit.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Applicable health and safety policy, procedures and practices.
- Basic wastewater treatment and collection practices and procedures.
- Stormwater best management practices.

**Skills and Abilities to:**

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Record-keeping principles, procedures and techniques.
- Use and maintain pH, TDS, DO, gas meters, samplers, and flow meters to monitor industrial users and wastewater collection system.
- Ability to make decisions independently under limited supervision.
- Read and interpret engineering schematics, diagrams and prints.
- Relay and follow oral and written instructions.
- Relay and follow health and safety regulations.
- Observe legal and defensive driving practices.
- Assist Pretreatment Coordinator in work flow scheduling.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences including the public.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines and respect the sensitive nature of various facilities

- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Provides continuous effort to improve operations and work cooperatively and jointly to provide quality user service.

**EDUCATION & EXPERIENCE REQUIREMENTS**

- High school diploma or equivalent, supplemented by two (2) years of relevant college-level course work including wastewater and chemistry.
- Two (2) years of stormwater treatment, wastewater treatment, wastewater collection systems and or pre-treatment experience.
- Or an equivalent combination of education, training and experience that will provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

**LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS**

- Washington State Group II Wastewater Operator Certification upon hire date,
- Washington State Group III Wastewater Operator Certification within one (1) year of eligibility to test.
- Valid driver's license upon hire date.

**WORKING CONDITIONS**

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Environment:**

- Typically performed in the field, which requires travel daily from site to site and checking on pretreatment inspections, stormwater facilities and sampling sites.
- The position involves work outdoors on a year round basis and may be subject to extreme weather conditions.
- Work requires inspection and sampling of pretreatment inspection sites, which may be dirty and strewn with debris. Inspectors will encounter dust, noise and fumes typically associated with work sites.
- Inspectors may work above or below the ground.

- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or on an inspection site.
- May be exposed to moving mechanical parts and vehicles within a site, the composting facility, or at the wastewater treatment plant.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

**Physical Demands:**




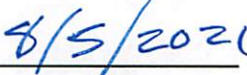

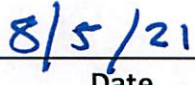
- Operate a motorized vehicle, which may include inclement weather conditions.
- Ability to operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, such as attics and crawl spaces as well as the ability to climb ladders and stairs, ride on platform hoists.
- Ability to walk through work sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive keyboarding, grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.

**SELECTION GUIDELINES**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.*

**AUTHORIZATIONS: (For Archive)**

	
Human Resources Manager	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date