



City of Woodland

ENVIRONMENTAL COMPLIANCE SPECIALIST

DEFINITION

To perform a variety of tasks necessary to ensure that the City's Industrial Pretreatment and Stormwater NPDES construction inspection programs are in compliance with all Federal, State and Local requirements and to ensure protection of the City's Water Pollution Control Facility, including the wastewater collection system and stormwater collection system.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Laboratory Supervisor, or designee. This position is the senior level in the series and may provide functional supervision and training to subordinate personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, but are not all inclusive or limiting:

ESSENTIAL JOB FUNCTIONS

Assists in the development and implementation of goals and objectives of both the Industrial Pretreatment Program and the Pollution Prevention Program. Inspects and coordinates enforcement actions for construction sites and illegal discharges for Stormwater NPDES Phase II compliance. Maintains and monitors Industrial User records. Inspects industrial facilities to ensure compliance with all EPA, RWQCB and City pretreatment regulations and prepares reports of inspections. Prepares quarterly and annual Industrial Pretreatment reports. Interprets and enforces pretreatment wastewater and stormwater collection systems regulations. Issues discharge permits for new and existing industries. Regular and consistent attendance. Work weekends and holidays as assigned.

OTHER JOB FUNCTIONS

Assists in budget preparation. Assists with the development of program standards, standard operating procedures, and reporting systems. Collects wastewater samples from industrial plants, wastewater collection system, and waterways for laboratory analysis. Performs routine laboratory test and analyses. Cleans, maintains, installs, and operates portable automatic samplers, flow monitoring, and related equipment. Provides plan check review as necessary to implement program objectives. Works weekend and holidays as assigned and responds to emergency call outs. Serve in a

standby status after regular working hours. Develops and implements public education and outreach materials, activities, and programs for the City's Industrial Pretreatment and Pollution Prevention efforts. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Wastewater treatment processes and of the tests used in checking the effectiveness of such processes. Chemical and bacteriological wastewater characteristics. Standard methods of sampling and analyzing water and wastewater. Hydraulics, measuring devices, pumps, and other wastewater related equipment. Repair and calibration of equipment. Basic principles and practices as they relate to wastewater treatment and related programs. Knowledge of State and Federal water pollution control laws and regulations governing the treatment and disposal of industrial wastewater and related programs. Hazardous chemicals associated with treatment of wastewater. Occupational hazards and necessary safety precautions. Procedures for troubleshooting equipment. Principles and practices as they relate to industrial wastewater treatment. State and Federal Stormwater NPEDES Phase II regulations, best management practices, public education and outreach programs.

Ability to:

Communicate clearly, both orally and in writing. Apply and enforce EPA, RWQCB and City regulations. Interpret pretreatment facility plans, inspect pretreatment facilities and sample waste discharges. Read and interpret laws and ordinances, prepare reports, and maintain records. Establish effective working relationships with the public, City staff and outside agencies. Read and interpret basic blue prints and plans. Understand and carry out oral and written directions.

Minimum Education and Experience:

Education:

High School Diploma or equivalent. College level coursework in chemistry, biological sciences and wastewater technology is highly desired.

Experience:

Three years experience implementing Industrial Pretreatment and Pollution Prevention Programs (one year of related experience may be substituted for up to one year of this requirement). Two years experience with Stormwater Phase II compliance desirable.

License and Certificate:

Required prior to hire, possession of a valid California Drivers License and a Grade I Environmental Inspection Certificate issued by California Water Environment Association. A Grade II Environmental Inspection Certificate issued by California Water Environment Association is required prior to permanent appointment.

Council Action: June 7, 2011