

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: ENVIRONMENTAL CONTROL TECHNICIAN**

**DATE: 9/15/2015**

**JOB CODE: 21825**

**FLSA STATUS: NON-EXEMPT**

**UNIT REPRESENTATION: GENERAL**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under general supervision, to inspect and monitor industrial, commercial, institutional, and governmental establishments; to ensure that waste discharge is in compliance with Federal, State, and Local discharge requirements, and within the Water Reclamation Plant (WRP) treatment and processing capacity; and to perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

The class of Environmental Control Technician is the journey level class in the Environmental Control series. Supervision is received from the Environmental Control Officer. Incumbents perform the more complex tasks and duties associated with field inspection and monitoring activities. In the course of duties, incumbents are expected to increasingly develop a breadth and depth of knowledge and skill that leads to full proficiency in all required aspects including the following areas: increasingly difficult inspections of facilities, investigative field monitoring, permit development, and advanced enforcement action proposals. As knowledge and skill is gained through on the job experience, certifications and satisfactory proficiency demonstrated, incumbents in this class may reasonably expect to be placed on an eligibility list for Environmental Control Officer.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Establish and maintain an effective working relationships with not only the Environmental Control Section but other sections of the WRP;
- Apply knowledge of general characteristics of industrial wastewater and pretreatment methods;

- Conduct and assist in conducting on-site inspection and monitoring of industrial, commercial, private, institutional, and governmental establishments;
- Inspect pretreatment equipment used in the control and disposal of industrial waste;
- Perform field tests to measure volume, content, temperature, pH, conductivity, and hydrogen sulfide of industrial wastewater discharged into sewer laterals, sub-mains, and lift stations;
- Maintain and perform required calibration of monitoring equipment;
- Monitor brine disposal at the WRP;
- Review permit applications and develop permits for industrial users and liquid wastehaulers;
- Develop enforcement action proposals including Compliance Orders issued to industrial users and liquid wastehaulers;
- Use appropriate CAL-OSHA required safety equipment and adhere to all Department safety standards and procedures;
- Operate Department vehicles in a safe manner at all times;
- Communicate clearly and concisely, orally and in writing;
- Maintain all required records of inspection and monitoring activities;
- Compile information for a variety of narrative and statistical reports;
- Coordinate the requisitioning of supplies and parts;
- Perform related work as required or directed by supervisors.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- Advanced inspections practices;
- Advanced wastewater pretreatment and flow methods;
- Safety rules, codes and regulations;
- Personal computer and application software used as applicable to data entry, word processing, and e-mail operation;
- Intermediate college level biology, chemistry, mathematics, and basic statistics;
- Principles of public relations;
- Applicable federal, state, county, and city regulations and requirements.

**Ability To:**

- Read, analyze, and interpret Environmental Control regulations as related to field inspections and monitoring;
- Evaluate possible compliance proposals, make sound recommendations, and review operation of basic pretreatment equipment;
- Analyze emergency situations accurately and take effective action;
- Enforce regulations with tact, diplomacy, and firmness;
- Establish and maintain effective working relationships with other division sections as well as other Department employees and public;
- Understand and complete oral and written instructions;
- Communicate clearly and concisely, orally and in writing;
- Prepare reports and maintain required records;
- Maintain clear, concise, and accurate records;
- Develop accurate mathematical and statistical computations;
- Analyze the results of laboratory reports;
- Observe standard safety procedures in the work environment;
- Operate a vehicle observing legal and defensive driving practices;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

**MINIMUM QUALIFICATIONS**

**Education:** Completion of a minimum of 60 semester units of college coursework including classes in Chemistry, Biology, Environmental Sciences, or a closely related field; one year of additional qualifying experience may be substituted for up to 30 semester units of the required education,

And

**Experience:** Two (2) years of experience in industrial discharge inspections,

Or

Two (2) years of inspection experience as a building inspector, code compliance inspector, fire inspector, hazardous materials inspector, county health inspector, or state or federal regulator;

And

**Certificates:** Possession of a valid Grade One (1) Environmental Compliance Inspector certificate issued by the California Water Environment Association (CWEA) is required within 18

months of appointment [possession of a valid CWEA Environmental Compliance Inspector certificate (or equivalent) at the time of appointment is preferred];

And

The ability to obtain a Grade Two (2) Environmental Compliance Inspector certificate issued by the CWEA within 36 months of appointment;

And

Possession of a valid Class "C" California Driver's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Driver's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

## **NECESSARY SPECIAL REQUIREMENTS**

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational condition.

## **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease.

Incumbents require sufficient mobility to work in a variety of environmental and weather conditions, transport materials and supplies weighing up to 100 pounds, work in man-lift 30 to 60 feet, and work to heights of 150 feet. Must be able to work under moderate to high stress conditions. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

## **CAREER LADDER**

**From:** Environmental Control Technician

**To:** Environmental Control Officer

### **Job Description:**

BOWC Approved:

3/17/1981

Rev:

8/6/1991

4/4/2006

9/15/2015

**Testing Standards:** CS App Review/CS Supp App Review/CS Oral Board

CSB Approved:

9/27/1988