

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: ENVIRONMENTAL CONTROL ASSISTANT

DATE: 4/11/2006

JOB CODE: _21818

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 direct 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 Assistant is the field working level in the Environmental Control series. Supervision is received from the Environmental Control Officer and Environmental Control Technicians. Incumbents perform the more routine 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 the following areas: increasingly difficult inspections of facilities, investigative field monitoring, and the use, maintenance, and calibration of monitoring equipment. 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 Technician.

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 Department staff;
- Routinely adhere to and maintain a positive attitude towards City and Department goals;
- Establish and maintain an effective working relationship with not only Environmental Control Section but other sections of the Department;
- 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 Water Reclamation Plant;
- Use appropriate CAL-OSHA required safety equipment and adheres 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;
- Performs 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:

- General inspections practices;
- Basic 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 relation;
- 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, 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: Graduation from high school, or equivalent; some college is preferred,

And

Experience: One (1) year of experience in industrial discharge inspections, or as a building inspector, code compliance inspector, fire inspector, hazardous materials inspector, or county health inspector,

Or

Certificates: Possession of a valid Grade One (1) or higher Environmental Compliance Inspector certificate issued by the California Water Environment Association (CWEA);

Or

Possession of a valid Pretreatment Facility Inspection Certificate issued by California State University, Sacramento Office of Water Programs;

And

The ability to obtain a Grade One (1) Environmental Compliance Inspector certificate issued by the California Water Environment Association (CWEA) within 18 months after hiring;

And

Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California

Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12405c).

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 Assistant

To: Environmental Control Technician

Job Description:

BOWC Approved:

4/4/2006

CSB Approved:

4/11/2006

Testing Standards:

Open/City Promotional/Supplemental Appl:

5/27/2003