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www.westernvawater.org/careers

JOB POSITION: Environmental Programs Specialist

Division: Wastewater Operations
Status: Non-Exempt
Grade: 12
Job Code: 326
Reports to: Environmental Programs Engineer
Date: 07-01-07
Revised Date: 12-19-18
Last Reviewed Date:

SUMMARY OF JOB

Completes any necessary inspection/analytical technique related to assigned and applicable regulatory programs relating to Wastewater collection and treatment. Examples include the Authority Rules and Regulations for sanitary sewers including, but not limited to, Pretreatment/Industrial, I&I property inspections, Land Application farm sites, storm water, fire protection and other assigned areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned or scheduled.

- Oversees and manages assigned Specialty areas of program responsibility.
- Manages inspection schedule of permitted industries, real estate, restaurant FOG inspections, land application field inspections, other assigned programs.
- Inspects both private and public buildings for illegal storm/ground water contributions to the sanitary sewer system.
- Completes Industrial Pretreatment inspections by completing visits to permitted facilities verifying and documenting the basic facility information. Reviews and documents information with the responsible contact person at the facility to determine the nature and materials involved in facility sewer discharges. Documents the inspection including describing the industrial process, location of drains and chemicals or materials reasonably expected to be present in sewer discharges, company procedures for chemical management and use, and listing the chemicals that may be able to reach the sanitary sewer.
- Completes Restaurant Fats Oil and Grease (FOG) inspections by completing visits to permitted facilities and verifying and documenting the basic facility information. Reviews and documents information with the responsible contact person at the facility to assess the management of FOG at the facility. Documents the inspection including describing the FOG sources, location of

Grease interceptors, assessment of condition, and verifies disposal records for interceptor maintenance.

- Completes Land Application inspections by completing visits to permitted farms and verifying and documenting information for crop type, field loadings, and other regulatory requirements. Documents the inspection.
- Completes Septage Hauling permit inspections by completing visits to permitted facilities and verifying and documenting the basic facility information. Reviews and documents information with the responsible contact person at the facility to assess compliance with the Septic Hauler permit. Documents the inspection including regular review of discharge manifests to determine compliance with permit requirements and the Rules and Regulations of the Authority.
- Operates computer in maintaining the records of defects and preparing necessary reports.
- Researches industries and facilities in the Service area through various data bases, phone books, and visual observations of new businesses to complete a survey, which is a federal pretreatment requirement and compiles all information. Investigates other sources which may be a facility which requires inspection / inclusion in any of the other inspection programs.
- Maintains inspection reports and prepares summary reports of findings.
- Coordinates and schedules laboratory sampling and reviews laboratory results and enters laboratory data into the computer for each industry.
- Issues a Notice of Violation to the industry if industry is non-compliant. Notifies laboratory of the need for re-sampling (applicable to Pretreatment Permit Holders).
- Tracks Notice of Violations, laboratory reports, or Letters of Violation by due dates.
- Conducts safety, storm water, fire safety for Wastewater Operations. Completes and distributes reports after inspections.
- Coordinates with other personnel in the performance of assigned tasks.
- Responsible for insuring that both the daily and reoccurring maintenance on equipment is performed.
- Coordinates with and advises the public on daily or emergency functions.
- Subject to 24 hour on call.

SUPERVISORY RESPONSIBILITIES

Oversees the work of others in the assigned Specialty program. Assists in interviewing, hiring, and training new Environmental Program Specialist.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to oversee assigned work of other personnel in assigned area.

- Ability to review and recommend improvements in processes and procedures for assigned area.
- Ability to think logically and comprehend data.
- Ability to work with minimal supervision.
- Ability to work safely and obey all safety rules both within the Authority and for facilities where activities such as inspections occur.
- Ability to communicate effectively, both verbal and in writing.
- Ability to respond to inquiries from employees and customers orally or in writing as necessary.
- Ability to represent assigned area in meetings attended.
- Ability to identify problems and/or conflict and seek management assistance in dealing with problems and/or conflicts.
- Ability to analyze and solve technical and administrative problems.
- Ability to read and interpret documents such as Rules and Regulations, safety rules, operating and maintenance instructions, maps and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral or diagram form.
- Ability to write reports, correspondences and procedure manuals in a clear concise manner.
- Ability to establish and maintain effective working relationships with co-workers, other Water Authority departments and the general public.
- Ability to work alone or in a team environment.
- Must possess and maintain a good work ethic with a strong emphasis on good attendance, reporting to work on time, completing job assignments in a timely manner, maintaining a good work attitude, performing all job duties as assigned and/or scheduled.

EDUCATION and/or EXPERIENCE

Associate's degree from an accredited college or university in Science or Engineering, supplemented by course work in Inspections plus two (2) or more years of related work experience or combination of education and experience.

CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS

- Must possess a valid Virginia driver's license with no more than six (6) demerit points prior to employment.
- Must complete/pass the following courses from the University of Sacramento Water Programs within 2 years:
 1. Industrial Waste Treatment, Volume I
 2. Industrial Waste Treatment, Volume II
 3. Treatment of Metal Wastestreams
 4. Pretreatment Facility Inspection
 5. Operation and Maintenance of Wastewater Collection Systems, Volume 1

6. Operation and Maintenance of Wastewater Collection Systems, Volume II

PHYSICAL DEMANDS OF THIS JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to walk, stand, sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, bend, climb, balance or crawl.
- Employee must regularly lift and/or move up to 50 pounds.
- Employee must be physically able to walk several miles during the day.

WORK ENVIRONMENT ENCOUNTERED IN THIS JOB

The work environment characteristics described here 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.

- The noise level in the work environment is usually moderate.
- Employee is also subject to exposure to outside weather conditions.
- Employee is also subject to uneven, steep, slippery terrain conditions.
- Employee is also subject to dusty conditions.
- Employee is also subject to exposure to moving mechanical parts.

GENERAL STATEMENT AND SELECTION GUIDELINES

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application
- Rating of education, experience, training and qualifications
- Reference checks
- Interview with WVWA management team
- Applicant must pass a pre-employment physical and drug/alcohol test
- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application
- Job related test might be required and would be administered to all applicants applying for the position