VALLECITOS WATER DISTRICT

SOURCE CONTROL TECHNICIAN

DEFINITION

Under general supervision, inspects and monitors commercial, institutional, and food service establishments for compliance with federal, state, and local environmental regulations related to discharge of grease, oil, and other materials into the District’s wastewater collection system in support of the District’s fats, oils, and grease (FOG) pretreatment inspection program; ensures compliance with required permit regulations; performs related work as assigned.

CLASS CHARACTERISTICS

This is a single position, non-supervisory class which is responsible for the full range of duties associated with source control FOG pretreatment inspection program. This class is distinguished from the Risk Management Supervisor, which oversees the Risk Management department, including occupational health, source control, and risk management.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Inspects commercial, institutional, and food service establishments for compliance with state and local environmental regulations and District grease trap and pretreatment ordinances; ensures compliance with District and municipal codes on discharge limits of grease, oil, and related materials into the District’s wastewater collection system; ensures compliance with all requirements associated with pretreatment functions performed by Meadowlark Reclamation Facility and Encina Wastewater Authority;
- Obtains samples of various types of commercial waste water; oil and grease samples; conducts on-site monitoring tests following standard procedures; observes chain of custody requirements; performs routine laboratory analysis using appropriate sampling protocol; obtains and delivers samples to the laboratory;
- Establishes relationships and procedures with local agencies’ building officials to obtain development plans and blueprints for new facilities and tenant improvements; reviews same for compliance with wastewater, oil, grease, and chemical containment and discharge into the sanitary sewer system; coordinates with building permit agency to ensure necessary monitoring facilities, sampling stations, effluent meters, grease traps, and interceptors and other pretreatment equipment are included in new construction, where appropriate; evaluates waste discharges to determine permit requirements; prepares Waste Discharge Permits;
- Establishes relationships with local business owners affected by District FOG regulations; writes correspondence; develops and presents information to affected stakeholders;
- Prepares and submits technical reports to local, state, and federal agencies;
- Responds to complaints regarding waste discharge to the District’s wastewater collection system; initiates follow-up enforcement action; prepares and issues
enforcement orders and compliance requirements; and maintains an up-to-date permit files;

- As needed, assists Encina Wastewater Authority’s Environmental Compliance Department with industrial waste and pretreatment issues originating in the District;
- Investigates and traces sources of illegal waste discharges entering into the wastewater collection system;
- Cleans and maintains monitoring and laboratory equipment used in monitoring; makes minor adjustments to such equipment; may prepare reagents for analysis and preservative purposes;
- Prepares, maintains, helps develop a variety of records, reports, files, and documents;
- Researches and keeps current on pertinent information and development in environmental compliance functional areas; analyzes and makes recommendations on implementing governmental requirements to maintain approved pretreatment and discharge requirements;
- Responds to hazardous waste spills on an emergency response basis as member of District Hazmat Team;
- Develops policies and procedures for the District’s FOG pretreatment inspection program;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Applicable federal, state, and local pretreatment and hazardous waste regulations;
- Standard practices for handling industrial waste and hazardous chemicals;
- Standard practices for pretreatment facility inspections;
- Processes involved in the treatment and disposal of wastewater;
- Basic laboratory practices and procedures used to test and analyze wastewater treatment processes;
- Physical, chemical, microbiological, and bacteriological tests applied to water and wastewater; industrial waste flow sampling techniques including the collection and preserving of samples;
- Standard safety practices and procedures;
- Methods of cleaning laboratory and monitoring equipment;
- Computers and applicable software.

Ability to:

- Read and understand technical information related to wastewater generation and disposal;
- Communicate clearly both orally and in writing;
- Establish and maintain effective relationships with District staff, the public, and those contacted in the course of the work;
- Inspect a variety of pretreatment processes;
- Inspect and operate industrial monitoring equipment;
- Operate, prepare, and clean monitoring and laboratory equipment according to recognized protocol;
- Analyze situations accurately and adopt an effective course of action; respond to emergency and problem situations effectively;
- Understand, explain, and apply policies and procedures;
- Exercise sound independent judgment within established policy guidelines;
- Operate a computer and utilize a variety of software programs;
- Deal constructively with conflict and develop effective resolutions;
- Maintain accurate records and files.

**Education & Experience**

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent, and; three years’ experience in wastewater operations. Experience with an industrial waste and pretreatment inspection program is preferred. An Associate’s degree in Wastewater Technology, Industrial Hygiene, Environmental Science, Chemistry, or Biology is desired.

**Licenses, Certificates, and Special Requirements**

- Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record;
- Possession of a Grade I Environmental Compliance Inspector Certificate from California Water Environment Association is highly desirable;
- Must be able to make entry into permit required confined space and must be medically approved for all respirators.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary functions require sufficient physical ability to work in a field setting and operate assigned equipment. Frequent walking, standing, sitting, manual dexterity to operate computer, operate and calibrate equipment; occasional bending and stooping, squatting, pushing/pulling, grasp and grip to lift and carry equipment weighing up to 50 pounds. May infrequently crawl, climb, or kneel. Vision must be sufficient to read computer screens and printed documents and to observe processes and situations in performance of inspections. Hearing must be sufficient to hear warning signals in unfamiliar surroundings at industrial and commercial establishments.

Work is performed mostly in field settings such as commercial, industrial, institutional, residential, food service, and automotive service establishments, with travel from site to site. Some office and lab work is required. Some exposure to extreme noise in manufacturing, commercial, and industrial environments; fumes and odors of process venting; dust from manufacturing; all types of weather and temperature conditions.
I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature  Date

Supervisor Signature  Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.