

Sacramento Suburban Water District Classification Specification

Job Class: Environmental Compliance Coordinator

FLSA Status: Non Exempt

Supervisor: Superintendent Field Services

Effective Date: April 2011

Definition/Distinguishing Characteristics

Under minimum supervision, this journey level position performs complex tasks to insure compliance with federal, state and local water quality and environmental laws and regulations by performing a variety of chemical, physical and bacteriological sampling and analyses related to water quality and operations, assisting in responding to customer general water quality inquiries and complaints, preparing compliance reports for regulatory agencies and overseeing the District's cross-connection and backflow testing programs; it is also responsible for indirect supervision of other water quality staff positions with authority over and review of work produced, but not direct supervision or evaluation of staff.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Collects samples for bacteriological and chemical analyses from District system and construction projects; records information, results and testing protocol.
- Receives and investigates customer complaints regarding water quality, determines the source and nature of the problem, and communicates the results of the investigation to the customer.
- Conducts data analysis, summarizes data with tables and graphs, and prepares compliance reports and technical data for regulatory agencies and the District's annual water quality report.
- Maintains laboratory and related equipment.
- Oversees the District's cross-connection control and backflow testing programs.
- Assists in developing water quality monitoring plans.
- Manages the District's laboratory needs with contract laboratories.
- Coordinates with other departments within the district to insure water quality standards and goals are achieved.
- Complies with all District policies, procedures, rules and regulations including all safety standards.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

Mental and Physical Requirements

The conditions herein 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 job functions.

- Travels frequently by automobile in conducting District business.
- Communicates orally with District management, coworkers and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers and fax machines.
- Uses chemical laboratory equipment and performs chemical analyses requiring constant and close attention to details.
- Ability to carry, reach and lift supplies and equipment weighing up to 70 pounds.
- Ability to push, pull and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl and climb during field work.
- Stands and walks for extended time periods and on uneven terrain.
- Works in an environment with exposure to potentially hazardous chemicals.
- Works out-of-doors as needed.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.

Qualifications

Knowledge of:

- Principles of biology, chemistry and physics as related to water quality monitoring.
- Water sampling techniques.
- Fluoridation procedures.
- The Safe Drinking Water Act, domestic water quality and monitoring regulations, public health regulations regarding cross-connections, environmental regulations, and other laws and regulations which pertain to water quality and treatment in California.
- Cal-OSHA, Hazardous Materials, Air Quality and National Pollution Discharge Elimination System (NPDES) regulations, standards, policies and permit requirements.
- Proper work safety standards.
- Principles of work coordination and training.
- Principles of basic algebra and trigonometry.
- Common office computer software programs, particularly Microsoft Word, Excel and Outlook.

Ability To:

- Perform a variety of chemical and bacteriological sampling and analyses.
- Analyze laws and regulations pertaining to water quality.
- Prepare and maintain accurate laboratory inspection records, notes and technical reports.
- Provide supervision, training and work evaluations for assigned staff.
- Communicate effectively, both orally and in writing.

- Communicate tactfully and courteously with customers in resolving water quality complaints and inquiries.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Compute rate, ratio and percent, and draw and interpret bar graphs.
- On an intermittent basis, sit at a desk or in a vehicle for long periods of time; stand, bend, squat, climb, kneel and twist when conducting water quality testing and field work.
- Follow oral and written directions.
- Keep accurate records.
- Establish and maintain cooperative working relationships.
- Learn to read and interpret distribution diagrams and maps.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- State of California Water Treatment Operator Certificate Grade T2 and Water Distribution Operator Certificate Grade D1, or ability to obtain one certification within 1 year of employment and second certification within 2 years of employment.
- Backflow Prevention Assembly Tester Certificate and Cross-Connection Control Specialist Certificate, or ability to obtain one certification within 1 year of employment and second certification within 2 years of employment.

Coordinator must complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certifications as a condition of continued employment.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's Degree in Chemistry, Engineering, Environmental Science, Physical Science, or a related field, from an accredited college or university is strongly desired.
- Three (3) years of experience performing work in the area of water quality and/or water supply.
- State of California Water Treatment Operator Certificate Grade T3.

- State of California Water Distribution Operator Certificate Grade D2.
- CWEA Level 1 Laboratory Certification.