

Sacramento Suburban Water District Classification Specification

Job Class: Environmental Compliance Technician

FLSA Status: Non Exempt

Supervisor: Environmental Compliance Supervisor

Effective Date: August 2018

Definition/Distinguishing Characteristics

With general supervision, this journey level position performs the full range of duties associated with environmental testing, investigation and other assessment activities to insure compliance with federal, state and local water quality and environmental laws and regulations.

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.

- Assists in the collection of samples for bacteriological and chemical analyses from District system and construction projects.
- Organizes and analyzes data to provide support for regulatory compliance reports.
- Insures documentation for sample collection follows chain-of-custody rules.
- Creates detailed work orders for sample collection in accordance with monitoring schedule.
- Maintains accurate and up-to-date records of sampling, tests, flushing activities, customer complaints, investigations, procedures and corrective actions taken.
- Assists other field operations staff in the operation and maintenance of the District's water production, storage, pressure reduction, and distribution facilities as needed.
- Uses data from the District's SCADA system to prepare tables and spreadsheets.
- Assists staff in producing detailed site and District-wide maps for special projects (i.e., asbestos and lead/copper monitoring) and permitting (i.e., hazardous materials business plans and California Environmental Quality Act).
- Reviews historical data files to evaluate water quality trends.
- Provides assistance in the investigation of customer inquiries and complaints regarding water quality.
- Assists in maintaining and calibrating water quality equipment and performs field testing as needed.
- Assists in data collection and analysis for special projects and presentations as assigned.
- Assists with the development and presentation of regulatory guidance training materials.
- 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.
- Ability to carry, reach and lift supplies and equipment weighing up to 50 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 out-of-doors as needed in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat.
- Works in an environment with exposure to potentially hazardous chemicals.
- Uses chemical laboratory equipment and performs chemical analyses requiring constant and close attention to details.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 or equivalent ASTM rating.

Qualifications

Knowledge Of:

- Principles and procedures used in collecting and identifying samples for laboratory analysis.
- Basic operation of backflow devices and cross-connection control program.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).
- Basic principles of biology, chemistry, and physics as related to water quality monitoring.
- District policy and procedures relating to backflow devices and cross-connection control program.
- Basic principles of environmental compliance assurance.

Ability To:

- Perform a variety of chemical and bacteriological sampling as needed.
- Maintain good interpersonal skills to maintain effective rapport with team members and deal tactfully and courteously with customers.
- Provide good technical writing skills to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Maintain good verbal skills to effectively communicate with team members and customers.
- Follow oral and written directions.
- Read and interpret maps, diagrams and specifications.
- Exercise good judgment and analyze situations accurately.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; accurately convert to different units of measure.

- Compute rate, ratio, and percent, draw and interpret bar graphs, and present complicated data in tabular and/or graphical formats.
- Import, export and manipulate complex data sets within and between software platforms.
- Organize, process, and evaluate data and ideas to make effective decisions and develop appropriate solutions
- 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 sampling.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultant/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- Associate in Science degree in Environmental Science, Biology, Chemistry, Physical Science or a closely related field from an accredited college or university. Two (2) years of qualifying experience may be substituted for one (1) year of the required education with a High School diploma or equivalent.
- One (1) year of experience in water quality, water production, water treatment or a related field.
- 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 one (1) year of employment and second certification within two (2) years of employment.

Incumbent must complete the designated number of contact hours (i.e., continuation 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:

- Additional experience performing work in the area of water quality, production and/or treatment.
- Backflow Prevention Assembly Tester Certificate.
- Cross Connection Control Specialist Certificate.
- California Water Environment Association (CWEA) Laboratory Analyst Grade 1 or higher certification.

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