

WATER POLLUTION CONTROL ADMINISTRATOR

DEFINITION

To administer the City's wastewater pre-treatment and stormwater pollution control programs in compliance with established Federal and State regulatory standards and permit requirements.

SUPERVISION RECEIVED

General supervision is provided by Environmental Services Manager and Director of Utilities & Environmental Services.

SUPERVISION EXERCISED

Responsibilities include direct supervision of Wastewater Source Control Inspectors, other related field personnel and clerical support.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Administer, monitor and control wastewater and stormwater discharge programs pursuant to Environmental Protection Agency (EPA) regulations.

Develop, administer and maintain an action plan that details methods to be used to study and evaluate pollution in the City's storm drainage.

Implement a Non-Point Source Evaluation Program that examines the level and source of pollution in stormwater and develops control strategies for pollution reduction.

Develop and administer an Urban Runoff Management Program.

Conduct field screening, sampling, testing and analysis of flood control channels and storm drains pursuant to the National Pollution Discharge Elimination System (NPDES) permit application requirements.

Develop a storm drainage enterprise which addresses EPA stormwater control requirements and identify program financing sources.

Prepare, review and submit periodic reports on the status of the City's wastewater and stormwater

discharge program.

Conduct inspections and field investigations to insure compliance with the City's pollution source control programs.

Administer violation notices and citations program.

Coordinate with the City Attorney, Fire Department and other appropriate City departments in the initiation of enforcement actions against any industrial user.

Testify during enforcement hearings and legal proceedings concerning industrial waste compliance issues.

Meet with individual industrial and citizen groups to resolve industrial waste issues.

Supervise, evaluate and train Source Control Inspectors, other field personnel and clerical support.

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS

##### Knowledge of:

Scientific and environmental principles, practices and methods related to wastewater control.

Procedural requirements for conducting environmental investigations and studies.

Federal, state and local rules, regulations and standards governing wastewater and water quality.

Inspection methods, sample analysis and testing procedures.

##### Ability to:

Train, supervise and evaluate technical field inspectors.

Interpret state and federal regulations, codes and standards.

Prepare clear, concise and complete technical reports and correspondence.

Make effective oral reports and presentations.

Deal tactfully and effectively with the public, representatives of industrial and commercial firms and fellow employees.

### EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years experience in the water pollution control field, including one (1) year lead or supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with a major in chemistry, environmental studies, engineering or related field.

Licenses and Certifications:

Possession of a valid Class C California Drivers License.

### SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

769CS90

June 1990

March 2013

AAP GROUP: 2

FPPC STATUS:

FLSA STATUS: Exempt