

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Industrial Code Compliance Specialist

DEPARTMENT: Operations	ACCOUNTABLE TO: Operations Manager	FLSA STATUS: Non-Exempt
SALARY RANGE:	20, 23	

CLASS SUMMARY: Incumbent is responsible for overseeing all areas of compliance with Padre Dam’s Rules and Regulations regarding: industrial waste discharge into the sewer system; storm water compliance; Air Pollution Control District (APCD) issues; County of San Diego Department of Environmental Health standards for underground and aboveground fuel tanks; handling, storage and disposal of hazardous materials; and Fats, Oil & Grease (F.O.G.) program. Duties include: Creating and monitoring programs in all of the above areas; writing correspondence and establishing working relationships with regulators; issuing permits; maintaining permanent records of investigations and actions taken; maintaining computer data base; conducting field investigations; overseeing inspections of all regulated Padre Dam facilities by outside agencies, assuring follow-up and corrective action; training and educating Padre Dam staff on compliance issues; preparing notices of violation; using monitoring equipment to detect pollutants and non-compliance; communicating clearly and concisely both orally and in writing; and other duties as may be assigned. Duties subject to change based on regulations and requirements as issued by the Regional Water Quality Control Board and other regulatory agencies.

DISTINGUISHING CHARACTERISTICS: The Industrial Code Compliance Specialist is a stand alone position in that it has full responsibility for the administration and compliance of Padre Dam’s industrial waste, storm water discharge, F.O.G., hazardous materials and APCD programs.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Oversees the Industrial Waste Inspection Program including verifying customers are in compliance with Padre Dam’s Rules and Regulations; issuing permits; performing site inspections, keeping accurate and complete records. Prepares and issues annual fee billings and ensures collection of payments. Keeps updated of regulatory compliance for industrial waste.
2.	Creates and maintains Padre Dam’s storm water compliance program, assuring conformity with CEQA and City of Santee storm water regulations; interprets CEQA (California Environmental Quality Act) laws for compliance on discharge issues.
3.	Administers and maintains permits and compliance issues regarding underground and aboveground fuel storage, odor scrubbers and generators with APCD (Air Pollution Control District) and County of San Diego Department of Environmental Health.
4.	Plans and maintains the implementation of a hazardous materials and waste handling, storage and disposal program in compliance with the County of San Diego Department of Environmental Health regulations.
5.	Maintains Padre Dam’s Fats, Oil & Grease (F.O.G.) Program including reviewing site plans, performing site inspections, determining if grease traps are needed, issuing appropriate permits, keeping accurate and complete records. Prepares and issues annual fee billings and ensures collection of payments.
6.	Conducts field investigations to assure compliance with the various programs; identifies violations, prepares notices of violation and meets with violators; assists with any subsequent court actions.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
7.	Inspects pretreatment facilities and processes of industrial and commercial establishments for compliance with wastewater discharge ordinance and permit conditions.
8.	Reviews compliance monitoring reports, baseline monitoring reports, 90-day reports, periodic reports of continued compliance and self-monitoring reports and samples results for compliance with federal, state and local requirements.
9.	Determines sample locations and methods; collects representative samples of water and wastewater from industrial, commercial, residential, institutional sources and storm sewers; uses appropriate containers and preservation methods; performs field or laboratory tests on samples collected; observes and records field conditions, meter readings, field test results and other data relevant to sampling conditions and completes documentation.
10.	Investigates internal and external complaints on environmental compliance issues; prepares applicable responses to investigations.
11.	Participates in meetings and committees with regulatory enforcement agencies; coordinates actions with city, county, and state departments with enforcement actions and in educating citizens and the customer base.
12.	Creates written reports, correspondence, notices, and other similar documents for regulators and the public.
13.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Hazardous material handling
- Basic chemistry and biology theories/standards
- Water sampling techniques.
- Regional environmental issues
- Public relations principles
- Laboratory protocol for sample collection and chain-of-custody standards

Skills (position requirements at entry):

- Ability to deal with the public and regulators tactfully and effectively
- Use of computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, regulators etc. sufficient to exchange or convey information and to receive work direction.
- Analyze information/data into coherent reports.
- Written skills necessary to prepare understandable reports
- Public speaking abilities including preparation and presentation of information
- Collection of water/waste water samples.
- Basic understanding of water/waste water hydraulics.

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Training and Experience (position requirements at entry):

- Associate's Degree in water/waste water technology or related field required;
- Bachelor's Degree in industrial hygiene, environmental sciences or related field required for higher level position; and/or
- Equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License;
- HAZ-WOPER Technician, 40 Hour Certification;
- CWEA Environmental Compliance Inspection Grade I within two test cycles from date of hire;
- CWEA Environmental Compliance Inspection Grade II required for higher level position.

Physical Requirements:

Positions in this class typically require: reaching, sitting, typing, desk work, driving, talking, hearing, fingering, grasping, feeling, climbing, balancing, stooping, kneeling, crouching, crawling, walking, standing, seeing, and crouching. Incumbent may be subjected to fumes, odors, dust, chemicals, may perform duties after normal working hours.

Sedentary to Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for **Light Work**.

Classification History:

Date: 5/08