



CLASSIFICATION NO. 776

Established: 3/91

Revised: 11/95, 2/09

FLSA: Non Exempt

EEO: 3

SOURCE CONTROL COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, organize and coordinate the activities involved in the source control program; to assure program compliance with relevant Federal, State and County regulations; to lead the work of Source Control Specialists and Technicians assigned to the Source Control program; and to perform other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Water Environment Services manages and operates the County's utility service districts, including sewage facilities, collection systems, pumping stations, treatment plants and surface water management facilities.

The Source Control Coordinator leads the source control work team and programs to ensure industries within the service districts of the County comply with Federal, State and Local regulations governing the discharge of industrial wastewater. The Source Control Coordinator leads the work team in the most complex duties involved in the permitting and inspections of industries, serves as the liaison with regulatory agencies and leads in the preparation of regulatory compliance reports.

The Source Control Coordinator is distinguished from the Source Control Specialist by its responsibility for overall program coordination and lead role in responding to regulatory agencies and pursuing complex enforcement actions. This classification also differs from the WES Technical Division Manager, which supervises personnel and programs within one functional area.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Coordinates the industrial pretreatment program; prepares work plans for implementation of pretreatment program activities and assigns work to section staff; coordinates the implementation of special projects; analyzes and resolves work problems; coordinates operations with other staff and personnel within and outside of the department.
2. Reviews industrial self-monitoring reports; maintains records regarding compliance reports and monitoring status; identifies industries in non-compliance with permit standards, local, state and federal regulations; initiates and leads staff in conducting enforcement actions under the direction of the manager and legal counsel.

3. Reviews industrial user survey questionnaires to determine permit status; reviews completed permit applications, develops, modifies, updates and renews industrial wastewater discharge permits; maintains permit records.
4. Leads the preparation of reporting activities to Water Environment Services management, DEQ, other regulatory agencies and cities with which the County has inter-jurisdictional contracts; participates in audits conducted by regulatory agencies; leads the preparation of responses to pretreatment audits and inspections from regulatory agencies; gathers and evaluates data for assigned projects; leads the development of rule changes, enforcement procedures, and permit policies.
5. Directs and leads the work of staff involved in the source control monitoring program; develops and assists in the planning and implementation of monitoring programs for treatment plants, collection systems, industry and related storm and surface water systems; prepares industrial pretreatment sampling requests; performs laboratory testing in field and preserves samples for further analysis; occasionally maintains and calibrates flow meters and samplers associated with sampling; maintains records in conformance with chain of custody procedures.
6. Schedules and coordinates facility inspections on industrial facilities; may perform on-site inspections of facilities; meets with industrial representatives and technical specialists regarding individual compliance issues, permit requirements and pretreatment issues; assures that pretreatment participants follow established sampling protocol; acts as a technical resource for new and existing industries regarding pretreatment.
7. Provides lead direction in investigations of unusual discharges in plant and collection systems; analyzes and determines type of pollutant and source of discharge; pursues appropriate action through civil and criminal enforcement processes; responds to calls concerning spills and illicit discharges; records incident details into WES database; identifies, coordinates and conducts follow-up activities, including monitoring and enforcement.
8. Administers, maintains and utilizes various data tracking software for data storage and evaluation including pre-treatment, surface water and temperature monitoring data; evaluates collection systems, industrial and treatment plant data for impacts on treatment plants and biosolids.
9. Coordinates with surface water management staff to facilitate NPDES testing and permitting activities related to storm and surface water management; participates in the development of goals and programs for WES and the Source Control; assists in the implementation of approved programs, program modifications and procedures.
10. Coordinates and facilitates participation from team members in work activities; makes recommendations on personnel actions such as hiring, training and development and performance evaluations.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of wastewater collection and treatment; principles and practices of wastewater sampling and laboratory analysis; District, State and

Federal regulations pertinent to NPDES programs; industrial processes used by industry pretreatment systems; District pretreatment policies and procedures; laboratory analysis.

Working knowledge of: Principles of lead work supervision; sampling techniques and equipment; principles of basic chemical reactions; storm and surface management; drainage structures.

Skill to: Lead the work of assigned personnel; establish and maintain effective working relationships; communicate effectively, both orally and in writing; deal tactfully and effectively with the public, industrial users, fellow employees, consultants, and federal, state and local officials; prepare and compose clear, concise written reports and correspondence; draft regulations and procedures; use computer software programs associated with pretreatment activities; read and interpret engineering plans and blueprints; make mathematical calculations using fundamentals of algebra and geometry.

WORKING CONDITIONS

Duties require physical labor, including walking, reaching, squatting, kneeling, bending, balancing, climbing, shoveling, fine motor control, and ability to lift up to 50 pounds, carry, and push/pull up to 70 pounds. Duties also involve exposure to bacteria, viruses and toxins in wastewater, chemicals, exhaust fumes and dust, loud noises, and vibration. Some duties involve exposure to adverse weather conditions and hazardous locations, such as streets, live sewers, confined underground areas and on elevated platforms.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

POST-EMPLOYMENT REQUIREMENTS

Oregon Confined Space Entry certification is required within three months of hire.

OTHER INFORMATION

The Source Control Coordinator is part of a promotional career path within Water Environment Services Department. Incumbents in the Source Control Specialist classification may be promoted to open positions in the Source Control Coordinator classification upon satisfactory completion of an approved training and development plan. Possession of the required knowledge, skills and abilities at the higher level must be documented in an approved promotional evaluation.

Edited: 11/18