



CLASSIFICATION NO. 777

Established: 3/96

Revised: 8/00

FLSA: Non-Exempt

EEO: 3

SOURCE CONTROL SPECIALIST

CLASS CHARACTERISTICS

Under general supervision, to review and issue industrial wastewater permits; to review pretreatment activities with industrial users; to perform monitoring and sampling of industrial discharges, septage, and storm and surface water; 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 Specialist participates in a work team 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 Specialist reviews industrial user survey questionnaires, issues wastewater discharge permits, performs industry inspections, samples and monitors industrial discharges.

The Source Control Specialist differs from the Source Control Coordinator who coordinates source control programs, serves as the liaison with regulatory agencies, pursues complex enforcement actions and leads the preparation of regulatory compliance reports. It also differs from the Source Control Technician that conducts sampling of industrial discharges, septage, surface and storm water discharges, and soils for the biosolids program.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Participates in the work activities of industrial pretreatment; schedules and coordinates industrial pretreatment monitoring; occasionally maintains and calibrates flow meters and samplers associated with pretreatment sampling; maintains sampling records in conformance with chain of custody procedures.
2. Reviews septage hauler's request for discharge permit; reviews completed permit applications, develops, modifies, updates and renews septage discharge permits; reviews and issues new permits; maintains permit records using computer software; performs septage waste monitoring; conducts pH tests on septage.
3. Reviews industrial user survey questionnaires to determine industrial pre-treatment permit status; reviews completed permit applications, develops, modifies, updates and renews industrial wastewater discharge permits; reviews and issues new permits, and maintains permit records using computer software.

4. Reviews industrial self-monitoring reports; maintains and reviews the industrial pre-treatment sample log; maintains records regarding compliance reports and monitoring status; ensures that lab results are received in a timely manner; reviews laboratory reports and industrial pre-treatment data; calculates surcharges for sewer bills; identifies industries in non-compliance with permit standards, local, state and federal regulations; prepares enforcement documents and conducts enforcement actions under the direction of the Industrial Pretreatment Coordinator and legal counsel.
5. Schedules, coordinates and performs inspections of industrial facilities; meets with industrial representatives and technical specialists regarding specific facility compliance problems, permit requirements and pretreatment issues; assures that pretreatment participants follow established sampling protocol; may serve as a technical resource for new and existing industries regarding pretreatment.
6. Investigates sources of unusual discharges in plant and collection systems; analyzes and determines type of pollutant; recommends appropriate action and assists in both civil and criminal enforcement processes.
7. Assists in the preparation of reports on pretreatment activities for Water Environment Services management, State of Oregon DEQ, other regulatory agencies and cities with whom the County has inter-jurisdictional contracts; may participate in audits conducted by regulatory agencies; assists in preparing responses to pretreatment audits and inspections from regulatory agencies; gathers and evaluates data for assigned projects; may assist in the development of rule changes, enforcement procedures and permit policies.
8. Develops sampling procedures for surface water; assists in calibrating samplers for surface water sampling and collecting surface water samples; assists in conducting tests for pH, dissolved oxygen, and conductivity; maintains records conforming to chain of custody procedures.
9. Collects requests of biosolids applications for field testing from biosolids staff; provides information to Source Control Technicians for conducting sampling; files data on fields sampled; prepares soil samples for shipment for analysis; and routes testing results to biosolids staff.
10. May occasionally provide work direction and checking of completed work for Source Control Technicians working on the team.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of wastewater collection and treatment; principles and practices of wastewater sampling techniques and laboratory analysis; District, State and Federal regulations pertinent to industrial pretreatment programs; laboratory analysis.

Working knowledge of: Industrial processes used by industry pretreatment systems; District pretreatment policies and procedures; sampling techniques and equipment; storm and surface water management and sampling; principles of basic chemical reactions; drainage structures.

Skill to: Communicate effectively, both orally and in writing; deal tactfully 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; establish and maintain effective working relationships.

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 one (1) year 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 Specialist 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: 6/16