



CLASSIFICATION NO. 777  
Established: 3/96  
Revised: 8/00  
Revised and Retitled: 8/25  
FLSA: Non-Exempt  
EEO: 3

## **ENVIRONMENTAL SERVICES SPECIALIST**

### **CLASS CHARACTERISTICS**

Under general supervision, to review and issue industrial wastewater permits; to review and conduct compliance activities with private businesses; conduct outreach and provide technical assistance to customers related to compliance with Rules, Regulations, and permits as well as pollution prevention; to perform monitoring and sampling of industrial discharges, septage, and storm and surface water; and to perform other work as required.

### **DISTINGUISHING CHARACTERISTICS**

Clackamas Water Environment Services (WES) produces clean water, protects water quality, and recovers renewable resources through the provision of wastewater services, stormwater management, and environmental education. Through the management of various resource recovery facilities, pumping stations, and compliance initiatives throughout the district, WES protects public health and supports the vitality of the communities serviced, the natural environment, and the economy.

The Environmental Services Specialist participates in a work team at a journey level of independence to ensure private businesses within the service districts of the County comply with Federal, State and Local regulations governing their discharge of non-domestic wastewater and stormwater. The Environmental Services Specialist may review industrial user surveys, issue wastewater discharge permits, performs private business inspections, samples and monitors industrial discharges, surface water, stormwater, biosolids, and other environmental media as needed.

The Environmental Services Specialist differs from the Environmental Program Coordinator who coordinates resource recovery, industrial pretreatment, private stormwater, and environmental monitoring programs. Additionally, incumbents assigned to the coordinator level serve as primary liaison with regulatory agencies, pursues complex enforcement actions and leads the preparation of regulatory compliance reports. It also differs from the Environmental Services Technician that conducts monitoring and sampling of industrial discharges, septage, surface and storm water discharges, and soils for the biosolids program. The Environmental Services Specialist also differs from the Technician level in that they oversee more complex limited-term projects and ongoing programs independently, as assigned by the Environmental Program Coordinator and directed by the Environmental Services Supervisor or Manager.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Participates in the work activities of industrial pretreatment, private stormwater, and resource recovery programs; participates in the development of goals and objectives; assists in the implementation of processes and procedures; assesses processes for effectiveness and recommends solutions for maintaining compliance and efficiencies.
2. Schedules and coordinates industrial pretreatment, surface water, septage waste, biosolids, and soil monitoring; occasionally maintains and calibrates flow meters, field meters, and samplers associated with environmental monitoring; maintains sampling records in conformance with chain of custody procedures and public records laws.
3. Reviews industrial user surveys to determine applicability of industrial pre-treatment permitting criteria; makes determinations on whether applicants or dischargers require permits for discharge; reviews submitted permit and batch discharge applications for completion and accuracy; develops, modifies, updates and renews industrial wastewater discharge and septage discharge permits; reviews and issues new permits and limited-term authorizations; 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 conditions as well as local, state and federal regulations; prepares enforcement documents and conducts escalating enforcement actions under the direction of the Environmental Services Supervisor and legal counsel.
5. Schedules, coordinates and performs site inspections of industrial facilities; meets with industrial representatives and technical specialists regarding specific facility compliance problems, permit requirements, private stormwater deficiencies, and pretreatment issues; evaluates and assess compliance with district rules or permits related to their use of the public system; occasionally serves as a technical resource for new and existing private business regarding pretreatment, stormwater, and Fats, Oils, and Grease compliance.
6. Investigates sources of unusual or illicit discharges in the publicly owned treatment works or the municipal separate storm sewer system; analyzes and determines type of pollutant; recommends appropriate action and assists in both civil and criminal enforcement processes; responds to environmental incidents as directed.
7. Assists in the preparation of annual reports on pretreatment, stormwater, and biosolids activities for WES' management, State of Oregon DEQ, other regulatory agencies and cities with whom the County has inter-jurisdictional contracts; assists in preparing data and reports on program activities and WES strategic performance results; participates in audits conducted by regulatory agencies; assists in preparing responses to compliance audits and inspections from regulatory agencies; gathers and evaluates data for assigned projects; assists in the development of rule changes, enforcement procedures, permit policies, and completion of annual reports.
8. Develops sampling procedures for wastewater, storm, surface water, and biosolids; assists in calibrating automatic samplers for wastewater and surface water sampling and collecting surface water samples; assists in conducting field monitoring, to include use of field meters; maintains records conforming to chain of custody procedures. Collects geospatial data,

biosolids, and soil sampling to determine compliance with District, State, and Federal legislation.

9. Assists with calculating agronomic rates for land application; files data on fields sampled and prepares soil samples for shipment for analysis; inspects completed biosolids applications for proper method and quantity; ensures appropriate establishment of buffer areas; maintains field files and hauling documentation for the Biosolids Annual Report.
10. Maintains effective public relations with private businesses, landowners, neighbors and the public; effectively communicate WES Rules and Regulations, permit requirements, and the biosolids application process; responds to complaints; explains policies and procedures to members of the public, contractors, and other organizations to ensure adherence to documented procedures.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of wastewater collection and treatment; municipal stormwater management; principles and practices of wastewater sampling techniques and laboratory analysis; District, State and Federal regulations pertinent to municipal/private stormwater, resource recovery and industrial pretreatment programs; laboratory analysis; practices and techniques of environmental protection and water pollution and control.

Working knowledge of: Industrial processes used by industry pretreatment systems; District stormwater, pretreatment, biosolids and resource recovery policies and procedures; sampling techniques and equipment; storm and surface water management and sampling; principles of basic chemical reactions; drainage structures, stormwater/wastewater conveyance.

Skill to: Communicate effectively, both orally and in writing; deal tactfully with the public, WES customers, 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 environmental compliance activities; read and interpret engineering plans and blueprints; make mathematical calculations using fundamentals of algebra and geometry; establish and maintain effective working relationships; conduct field investigations and inspections; collect field data and samples and make recommendations from sampling results; ability to plan, organize, and coordinate tasks, surface water and stormwater sampling, data management, project management, deliver education and outreach campaigns, identify and correct illicit connections and discharges to the stormwater and wastewater collection system, and assisting in other water quality programs related to compliance in executing WES' NPDES or MS4 permits and the Stormwater Management Plan (SWMP).

### **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 two (2) 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.

Edited: 6/16