



SOURCE CONTROL SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, organizes, directs and supervises the inspection and permitting of services to non-residential and industrial users who discharge wastewater into the sanitary sewer; oversees, enforces and promotes the District's wastewater pretreatment program and Fat's, Oil, and Grease (FOG) program; serves as a first-level supervisor over subordinate technical staff; serves as a technical subject matter expert regarding wastewater pretreatment rules and regulations; and performs related work as assigned.

CLASS CHARACTERISTICS

This is a single position, first-level supervisory class. The incumbent is responsible for planning, organizing and overseeing the activities associated with District commercial and industrial wastewater pretreatment and FOG programs, providing direct, first-level supervision over assigned staff and activities.

This class is distinguished from the lower-level class of Industrial Waste Inspector I/II incumbents in the latter class perform duties that emphasize wastewater sampling rather than acting in a supervisory capacity for program enforcement, inspection and compliance.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Provides direct, first-level supervision over the industrial waste staff and activities to ensure goals and objectives are being met.
- Ensures District compliance with regulatory requirements regarding composition and quantity of discharges into the District's wastewater collection system.
- Oversees plan check, specifications and documentation of new businesses and change of owners or businesses for conformance with District regulations and standards and federal pretreatment requirements and regulatory discharge requirements.
- Oversees sampling and flow data gathering, analyzing, and reporting for the purpose of non-residential customer billing.

- Explains pretreatment regulations and requirements to businesses, as well as the use of monitoring equipment; responds to inquiries and serves as a subject matter expert regarding the program.
- Oversees wastewater sampling and monitoring activities at commercial and industrial facilities as well as in the District's wastewater collection system as needed.
- Supervises, trains, evaluates, and reviews the work of the industrial waste staff; participates in the selection of staff; provides or coordinates staff training; promotes a positive and productive work environment; works with employees to correct deficiencies; implements disciplinary procedures; generates and administers annual employee performance evaluations.
- Assists management with the development and implementation of goals, objectives, policies and priorities of the industrial waste operations.
- Implements and monitors weekly workload planning activities; reviews and approves timesheets and vacation/request for time off forms for assigned staff.
- Responsible for the compliance status of businesses laboratory testing results.
- Prepares a variety of written correspondence for industrial and commercial users including policy information letters, permits, written warnings, notices of violations and administrative orders; conducts follow-up activities of industrial and commercial users with compliance violations.
- Prepares court-admissible documentation of all assigned activities; prepares a variety of written correspondence for industrial and commercial users.
- Develops, prepares and presents industrial education materials including pamphlets, flyers and correspondence; provides administrative and technical support for various industrial waste minimization programs.
- Reports significant operations problems to management and recommends solutions; in emergencies, exercises the authority to take corrective actions where such actions are deemed essential to public safety and continued service to the District's customers.
- Reports and analyzes of wastewater flows as related to efficiency, cost and revenue generation.
- Provides direct assistance to management with the preparation of the capital and activities budget for industrial waste operations as applicable.
- Reviews and analyzes data to track pretreatment activities; reviews various statistical and narrative reports.
- Reviews industrial waste operations data and assists in the implementation of changes needed to meet federal, state and local requirements.
- Supervises inventory control of the industrial waste operations equipment and materials; reviews purchase orders and work order requests.

- Enforces all safety regulations, ensuring that employees are properly trained, safe work methods are followed, and appropriate safety precautions and equipment are utilized.
- Performs related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Knowledge of

- Principles and practices of public administration, including personnel, budgeting, purchasing, work planning and organizational development.
- Federal general and categorical pretreatment regulations as well as state and local environmental regulations.
- The principles and techniques of supervising subordinate staff in an industrial waste environment.
- District personnel policies and labor contract provisions.
- The requirements and procedures associated with public agency records management.
- Methods and requirements for inspecting businesses to ensure compliance with wastewater pretreatment regulations.
- Methods of investigating businesses that are not in compliance with wastewater pretreatment program regulations.
- Advanced sampling and field testing methods and techniques used in a wastewater pretreatment program including methods and techniques of documenting wastewater sampling processes in order to ensure that they would be admissible in court.
- Principles and concepts of Fats, Oil, and Grease (FOG) programs.
- Basic principles and practices of chemistry, chemical reactions, calculations and chemical terminology.
- General construction project management methods and techniques.
- Tools and equipment used in wastewater pretreatment programs.
- Modern office procedures, methods and equipment including computers and the use of standard word processing, spreadsheet and database programs.
- Occupational health and safety practices pertaining to industrial, chemical, laboratory, traffic and maintenance work.

Ability to

- Supervise the work of subordinate employees performing industrial waste division activities.

- Develop, coordinate and provide training to subordinate staff.
- Organize staff work schedules for a continuous, around the clock operation.
- Understand, interpret, explain and apply local, state and federal environmental protection requirements.
- Analyze inspections of businesses to identify their compliance with wastewater pre-treatment regulations.
- Accurately read and interpret technical drawings, diagrams, atlas maps, charts, gauges, valve books, specifications, blueprints and schematic drawings.
- Read, interpret, understand and apply complex rules, regulations, procedures and policies associated with wastewater quality programs.
- Explain wastewater pretreatment regulations, requirements and processes in a manner that encourages compliance.
- Oversee wastewater sampling and field testing, including equipment set up, take down, and maintenance.
- Make calculations necessary to tabulate numerical data and establish accurate measurements, e.g., distance, flow and volume.
- Design and utilize data maintenance and reporting tools.
- Review and prepare both data and narrative reports and correspondence to meet program goals and objectives.
- Provide technical assistance and leadership on all aspects of the assigned work.
- Prioritize work and meet deadlines.
- Make presentations to groups and individuals.
- Operate standard office equipment, including a computer and standard business computer software.
- Communicate clearly and concisely, both orally and in writing.
- Keep accurate records.
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education

Graduation from high school or equivalent, supplemented by college-level course work in chemistry, biology, environmental science, or wastewater treatment operations. A bachelor's degree in one of the aforementioned areas of study is highly desirable.

Experience

Five years of increasingly responsible experience in the inspection of businesses for compliance with wastewater pre-treatment inspection and the enforcement of industrial

waste regulations in a public agency environment, including two years supervisory experience or any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance.

Licenses/Certificates

- Possession of a valid California driver's license, Class C or higher, is required.
- Possession of, or ability to obtain, certification from District-provided CPR/First Aid training is required.
- Possession of a valid certificate as a Grade III Environmental Compliance Inspector from the California Water Environmental Association (CWEA) is required.
- Possession of a valid Grade II certificate in Collection Systems Maintenance from the California Water Environmental Association (CWEA) is desirable.

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; use sufficient manual dexterity to operate office equipment such as computer terminals and to use small hand tools; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, pull, reach and lift up to 60 pounds; occasionally stoop, kneel, crouch or climb; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances; occasionally work in confined spaces, in trenches and/or elevated areas.

Special Requirements

Must meet CAL-OSHA respiratory facemask requirements.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

Must be willing to carry and operate a smart phone in support of 24 hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

FLSA: Exempt
Range: 134
Union: Non-Represented
Reviewed: November 16, 2011