

STORMWATER / WASTEWATER COMPLIANCE SPECIALIST

Definition:

Under general supervision performs comprehensive assessments of all development reports and plans requiring stormwater quality review; performs inspection duties related to the City's industrial/domestic wastewater component of the National Pollutant Discharge Elimination System (NPDES) compliance program; inspects a variety of structures, facilities and locations for violations; provides support/oversight for other NPDES components at the III level; provides information to the public and performs related duties as required.

Class Titles

Stormwater / Wastewater Compliance Specialist I
Stormwater / Wastewater Compliance Specialist II
Stormwater / Wastewater Compliance Specialist III

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the series include the following:

Conducts on-site inspections at a variety of construction sites, structures, facilities and locations to assure compliance with rules/regulations related to stormwater/wastewater and related NPDES components.

Reviews development proposals, designs and plans, including initial studies, hydrology and drainage studies, environmental impact reports, water quality technical studies, tentative maps and related documents for compliance with stormwater/wastewater regulations; prepares comprehensive and detailed inspection reports.

Provides oversight related to Fire Department and Maintenance Services NPDES activities related to compliance.

Develops and maintains a variety of specialized records and databases related to area assigned.

Assists other City departments with required review and approval processes related to Water Quality Management Plan (WQMP), Stormwater Prevention Plan (SWPP) and California Environmental Quality Act (CEQA) guidelines.

Serves as a liaison and community educator to the public, businesses and others regarding water quality and watershed issues; prepares related pamphlets and other material and makes oral presentations to a variety of groups.

Investigates complaints filed by the public, City staff and governmental agencies.

Evaluates and interprets technical reports, plans, documents, manifests, applications and permits related to wastewater and compliance with applicable regulations.

Drafts grant applications related to water quality, water testing, habitat restoration and watershed management; manages grants received.

Gathers evidence for and recommends enforcement action pertaining to wastewater related activity not in compliance with codes/requirements; prepares cases for court action as needed and appears in court to testify.

Issues certificates, licenses or permits regarding regulatory compliance and prepares notices of violation and compliance/remedy schedules.

Works with geographic information system (GIS) staff to create, update and perform quality control on data bases and maps.

Monitors and reviews related NPDES programs such as dry weather and wet weather monitoring programs.

Operates a personal computer and uses applicable software to produce a variety of materials, comprehensive reports, written presentations and correspondence.

Lifts and moves sampling equipment and other items weighing 30 pounds or less and uses appropriate tools to lift and move sewer access covers weighing 120 pounds or less.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Class Characteristics:

Stormwater / Wastewater Compliance Specialist is a single incumbent series in the Engineering Department with duties specifically related to the City's NPDES stormwater/wastewater component. Stormwater / Wastewater Compliance Specialist I is the entry level of the series and performs the basic duties of the position while learning the more technical duties. The II level is the experienced level and performs most the duties of the series except those requiring full expertise. The III level is the journey level and performs all the duties of the series. Additionally, an incumbent at the III level provides support/oversight for other NPDES components. Assigned duties require judgment and initiative.

Contacts and Relationships:

The Stormwater / Wastewater Compliance Specialist establishes and maintains contact with staff in the Engineering Department. Additional contact will occur with other City staff, governmental/local agencies involved in NPDES water components, business owners and their agents, contractors and their representatives, requiring diplomacy and tact when dealing with NPDES non-compliance.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series are as follows:

Knowledge of:

Basic principles and practices of municipal stormwater management and control.

Basic principles of chemistry and biology.

Safety principles and practices related to area assigned.

Investigative principles and practices; analysis and report writing.

Effective customer service/public contact skills.

Methods of making oral presentations to groups.

English usage, spelling, grammar and punctuation.

Computer applications related to area assigned.

AND

Ability to:

Develop, interpret, explain and oversee the implementation of various stormwater management programs.

Review development reports, plans, maps and related documents.

Learn to determine if NPDES mandated Best Management Practices related to stormwater/wastewater are adequate and effective.

Learn to apply for and effectively manage grants related to area assigned.

Ability to learn types of methods used to detect chemical and bacteriological pollutants present in urban runoff.

Ability to learn and apply applicable laws, codes and regulations related to the protection of recreational and stormwater and water sampling techniques.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Investigate complaints and analyze, compile and evaluate data.

Communicate effectively orally and in writing.

Understand and follow oral and written instructions and use independent judgment and initiative.

Physically inspect construction and other sites.

Operate a personal computer and use applicable software.

Prepare clear and concise reports and correspondence and record data accurately.

Meet the public with courtesy and tact.

Establish and maintain effective relationships with those contacted in the course of work.

A typical way to obtain the knowledge and abilities is as follows:

Stormwater / Wastewater Compliance Specialist I:

Education:

Graduation from high school and some work completed towards an Associates Degree from an accredited community college or university in Biology, an environmental related discipline or a related field.

AND

Experience:

One year of experience in environmental science, construction inspection, engineering or a related field to include some experience working with stormwater management regulations or analysis, planning and/or implementation of environmental programs.

Stormwater / Wastewater Compliance Specialist II:

Education:

Associates Degree from an accredited community college in Biology, an environmental related discipline or a related field.

AND

Experience:

Two years of experience in environmental science, engineering or a related field to include one year of experience working with stormwater management regulations, analysis, planning and/or implementation of environmental programs.

Stormwater / Wastewater Compliance Specialist III:

Education:

Bachelors Degree from an accredited college or university in Biology, Civil Engineering, Environmental Science/Engineering, Environmental Planning, Public/Environmental Health or a related field including laboratory coursework in chemistry and biology.

AND

Experience:

Three years of experience in environmental science, engineering or a related field to include one year of experience working with stormwater management regulations, analysis, planning and/or implementation of environmental programs.

Special Requirements Include: (all Classes in this Series)

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs including evening and weekends as needed.

The City of Fullerton's Conflict of Interest Code requires that the Stormwater/Wastewater Compliance Specialist file financial disclosure statements in accordance with state and local laws.

Possession of a valid Penal Code 832 Certification at time of appointment or prior to completion of the probationary period and throughout employment in this series.

Non-Required Skills / Abilities / Experience/ Certifications / Education Which may be Helpful or Preferred Include:

Possession of or the ability to obtain an appropriate California Water Environment Association (CWEA) certification is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in the field performing inspections. When outdoor fieldwork is performed there is exposure to the elements. An incumbent drives a vehicle on City business, uses a computer, keyboard and related equipment, operates sampling equipment, audiovisual, videotape and photographic equipment, sits, stands, walks, kneels, crouches, twists, climbs ladders, stairs and inclines, reaches, bends, crawls and grasps, lifts and moves sampling equipment and other items or equipment weighing 30

pounds or less and uses appropriate tools to lift and move sewer access covers weighing 120 pounds or less. When performing inspections an incumbent will be exposed to damp conditions, vehicular traffic and a variety of substances/materials found in water runoff and will walk on slippery/uneven slopes and surfaces. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation:

Stormwater / Wastewater Compliance Specialist I/II: Non exempt.

Stormwater / Wastewater Compliance Specialist III: Exempt – Professional.

Revised July 2006 (I/II/III Series Established)

Established July 2005