

## **Sacramento Suburban Water District Classification Specification**

**Job Class:** Environmental Compliance Technician

**FLSA Status:** Non-Exempt

**Effective Date:** December 27, 2023

### **Definition**

Performs the full range of duties associated with environmental testing, investigation, and other assessment activities to ensure compliance with federal, state, and local water quality and environmental laws and regulations.

### **Distinguishing Characteristics**

This is a journey level position, fully competent to independently perform a variety of technical duties in support of Sacramento Suburban Water District's (SSWD) environmental compliance program. Incumbents are expected to be familiar with a diverse set of procedures, policies, and regulations.

### **Supervision Responsibilities**

Responsibilities may include direct or indirect supervision of contractors and temporary staff.

### **Examples of Essential Duties**

The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Organizes and analyzes data to provide support for regulatory compliance reports.
- Ensures documentation for sample collection is complete, accurate, and adheres to chain-of-custody rules.
- Creates detailed work orders for sample collection in accordance with monitoring schedule.
- Investigates customer inquiries and complaints regarding water quality.
- Maintains accurate and up-to-date records of sampling, tests, flushing activities, customer complaints, investigations, procedures, and corrective actions taken.
- Assists other field operations staff in the operation and maintenance of SSWD's water production, storage, pressure reduction, and distribution facilities as needed.
- Uses data from SSWD's SCADA system to prepare tables and spreadsheets for regulatory reports, Board reports, permitting, and consultant requests.
- Maintains and calibrates water quality equipment and performs field testing as needed.
- Assists in data collection and analysis for special projects and presentations as assigned.
- Assists with the development and presentation of regulatory guidance training materials.

- Assists staff in producing detailed site and SSWD system maps for special projects (i.e., asbestos and lead/copper monitoring) and permitting (i.e., hazardous materials business plans and California Environmental Quality Act).
- Reviews historical data files to evaluate water quality trends.
- Collects samples for bacteriological and chemical analyses from wells and the distribution system.
- Verifies, processes, and approves laboratory invoices in accordance with SSWD's workflow for laboratory invoices.
- Ensures laboratories perform a timely and accurate upload of water quality data to the State Water Resources Control Board, Division of Drinking Water's database, and WaterTrax.
- Assists the Environmental Compliance Supervisor with writing reports, letters, and memorandums.
- Complies with all SSWD policies, procedures, rules, and regulations including all safety standards.
- Builds and maintains positive working relationships with coworkers, other SSWD employees, and the public using principles of good customer service.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

### **Minimum Qualifications**

#### ***Knowledge Of:***

- Principles and procedures used in collecting and identifying samples for laboratory analysis.
- Basic hydraulics as applied to a water distribution system.
- Methods, materials, and equipment used in water system maintenance and repair.
- Common office computer software and database programs, including the Microsoft Office Suite (Word, Excel, Outlook, Access, and PowerPoint).
- Basic principles of biology, chemistry, and physics as related to environmental compliance requirements.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

#### ***Ability To:***

- Perform a variety of chemical and bacteriological sampling as needed.
- Provide good technical writing skills to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Follow oral and written directions.
- Read, interpret, and draft maps, diagrams, and specifications.
- Exercise good judgment and analyze situations accurately.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; accurately convert to different units of measure.
- Compute rate, ratio, and percent, draw and interpret bar graphs, and present data in tabular or graphical formats.

- Understand and comply with SSWD policies and procedures, particularly relating to backflow devices and cross-connection control program.
- Import, export, and manipulate data sets within and between software platforms.
- Organize, process, and evaluate data and ideas to make effective decisions and develop appropriate solutions.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants, contractors, and the public.
- Pass pre-employment physical and background check.

***Experience and Education:***

Experience:

Two (2) years of responsible experience in water quality, environmental compliance, water distribution, water production, or related field.

Education:

Associate degree in engineering, environmental sciences, or related field from an accredited college or university, or an equivalent two (2) years of post-secondary education.

***License and/or Certificates:***

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in SSWD's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Possession and continued maintenance of a State of California Water Distribution Operator Grade D1 or Water Treatment Operator Grade T1 certification, or ability to obtain either certification within 6 months of employment.

**Working Conditions and Physical Demands**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels periodically by automobile in conducting SSWD business.
- Communicates orally with SSWD management, coworkers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone and email for communication.
- Regularly uses office equipment such as computers, copiers, and fax machines.
- Ability to carry, reach, and lift supplies and equipment weighing up to 50 pounds.
- Ability to push, pull, and maneuver supplies and equipment of varying weights and configurations.

- Ability to stoop, kneel, crouch, crawl, and climb during field work.
- Stands or walks for extended time periods and on uneven terrain.
- Works outdoors as needed in all weather conditions with exposure to dust, dirt, water, and significant temperature changes between cold and heat.
- Works in an environment with exposure to potentially hazardous chemicals.
- Uses chemical laboratory equipment and performs chemical analyses requiring constant and close attention to details.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 or equivalent ASTM rating and an SSWD uniform.

**The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**

APPROVED:

Dated: December 27, 2023

By:   
 Dan York  
 General Manager

Employee Statement:

*I certify I have read, understand, and acknowledge receiving a copy of this class specification.*

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Employee Signature Date