

Sacramento Suburban Water District Classification Specification

Job Class: Senior Environmental Compliance Technician

FLSA Status: Non Exempt

Effective Date: September 2, 2024

Definition

Performs highly complex duties requiring advanced knowledge of environmental testing, investigation, and other assessment activities to ensure compliance with federal, state, and local water quality and environmental laws and regulations; plans, organizes, assigns, and reviews the work of environmental compliance staff.

Distinguishing Characteristics

This is the advanced journey level position. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the amount of time spent performing the duties.

Incumbents should be able to perform the most difficult and responsible duties assigned to classes within this series, including providing technical and functional supervision over environmental compliance staff. Employees at this level are required to be fully competent to independently perform a variety of technical duties in support of Sacramento Suburban Water District's (SSWD) environmental compliance program.

Supervision Responsibilities

Responsibilities may include providing technical and functional supervision over assigned 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.

- Plans, prioritizes, and reviews the work of staff, including work organizing and analyzing data for a wide variety of regulatory and other compliance reports; ensures completion and accuracy of documentation for sample collection.
- Creates and coordinates detailed work orders for sample collection in accordance with monitoring schedule.
- Resolves escalated questions, inquiries, and complaints from customers regarding water quality.
- Oversees sampling, tests, flushing activities, customer complaints, investigations, procedures, and corrective actions taken to ensure accuracy and up-to-date information.

- Assists staff in the operation and maintenance of SSWD's water production, storage, pressure reduction, and distribution facilities as needed, including technical and specialized support.
- Creates and maintains complex data from SSWD's SCADA system for tables and spreadsheets for regulatory and Board reports, permitting, and consultant/staff requests.
- Coordinates maintenance and calibration of water quality equipment and ensures field testing is performed as needed.
- Performs specialized work in data collection and analysis for regulatory compliance, special projects and presentations as assigned.
- Plans the development and presentation of regulatory guidance training materials.
- Prepares 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 and interprets historical data files to evaluate water quality trends.
- Collects and processes 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.
- Reviews and composes reports, letters, and memorandums.
- Complies with and explains all SSWD policies, procedures, rules, and regulations including all safety standards.
- Builds and maintains positive working relationships with those contacted in the course of work.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

Minimum Qualifications

Knowledge Of:

- Principles of technical and functional supervision.
- Principles and procedures used in collecting and identifying samples for laboratory analysis.
- 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 Microsoft Office Suite (Word, Excel, Outlook, Access, and PowerPoint).
- Principles of biology, chemistry, and physics as related to environmental compliance requirements.
- Principles and practices of effective interpersonal communication and good customer service.
- Principles and practices of work safety.

Ability To:

- Organize, assign, and review the work of staff engaged in a variety of technical duties involving environmental testing and investigation for compliance with laws and regulations.
- Understand, comply with, and explain SSWD policy and procedures relating to backflow devices and cross-connection control program.
- Independently perform a variety of chemical and bacteriological sampling.
- Provide advanced technical writing skills to produce written documents using proper sentence construction, punctuation, and grammar.
- Communicate clearly and concisely, both verbally and in writing.
- Prepare, interpret, and explain draft maps, diagrams, and specifications.
- Exercise good judgment and analyze situations accurately.
- Perform highly complex mathematical calculations and conversion of units of measure with speed and accuracy.
- Compute and review rate, ratio, and percent, draw and interpret bar graphs, and present data in tabular or graphical formats.
- Import, export, and manipulate data sets within and between software platforms.
- Independently 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.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Pass pre-employment physical, drug test and background check.

Experience and Education:

Experience:

Three (3) years of responsible experience in water quality, environmental compliance or related field similar to that of an Environmental Compliance Technician.

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 maintenance of a State of California Water Treatment Operator Certificate Grade T1 and Water Distribution Operator Certificate Grade D1, or ability to obtain Grade

T1 certificate within 1 year of employment and Grade D1 certificate within 2 years 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 verbally with SSWD staff and the public in face-to-face, one-on-one, and group settings.
- Regularly uses a telephone and email for communication.
- Regularly uses office equipment such as computers and copiers.
- 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 out-of-doors 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: September 2, 2024

By: 
Dan York
General Manager

Employee Statement:

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

Employee Signature

Date