

SILICON VALLEY CLEAN WATER
Job Description
March 2014

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Pollution Prevention Specialist

FLSA: Non-Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water (“SVCW”). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Under general supervision performs commercial business inspections, conducts wastewater related pollution prevention public education and outreach and prepares required reports for submission to the Regional Water Quality Control Board. The duties of this position include but may not be limited to: field inspection, interpretation of federal, state and local environmental regulations, technical and business letter writing, development of written articles for publishing in newsletters and other venues, preparation of regulatory reports for submission to the regional water quality control board, and public speaking.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Prepares the annual pollution prevention report and a variety of reports submitted to the Regional Water Board.
- Implementation of the dental outreach program.
- Develop and implement P2 activities that focus on SVCW’s pollutants-of-concern, including mercury, PCBs, cyanide, copper and dioxins.
- Coordinates and participates in all P2 activities at SVCW.
- Coordination and presentation of SVCW’s award-winning Sewer Science Program.
- Represent SVCW at regional and state-wide pollution prevention meetings and conferences.
- Maintains appropriate logs and records.
- Determines compliance with Federal, State and local regulations, participates in possible enforcement actions.
- Compiles a variety of data, maintains appropriate records, prepares written and graphical reports including descriptive narrative.

- Uses word processing, spreadsheet and specialized computer applications.
- Interacts with the public as an official representative of SVCW.
- May respond to commercial and residential inquiries regarding pollution prevention.
- Interacts and communicates effectively with coworkers, business representatives, Federal, State and local municipal representatives.
- Assists with internal hazardous materials issues.
- Works weekends, holidays and overtime as required.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Silicon Valley Clean Water policies and procedures.
- Federal, State and local ordinances regarding environmental regulation, specifically pollution prevention efforts.
- Basic concepts of industrial and wastewater treatment processes.
- General chemical quantitative analysis, standard laboratory procedures and standard lab equipment.
- Simple mathematics and statistics.
- Organic, inorganic chemistry, biology and microbiology.
- Office equipment, computers, copiers, printers, scanners or FAX machines.
- Word processing, spreadsheet and other specialized application software.

Ability to:

- Develop written articles and reports.
- Perform basic laboratory analysis.
- Public speaking.
- Plan and coordinate events or meetings.
- Operate a motor vehicle.
- Operate a computer and related software.
- Maintain records and prepare reports.
- Work safely, accurately with attention to detail.
- Work independently with minimal supervision.
- Effectively prioritize a work schedule with multiple projects, using effective time management, multitask.
- Communicate effectively verbally and written.
- Train others.
- Establish and maintain effective working relationships.

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills,

including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Bachelor's degree in biochemistry, chemistry, environmental engineering, environmental science, biology or a related field.

One (1) year of full-time work experience in: a wastewater pretreatment program, a pollution prevention program, an environmental outreach program, environmental consulting or in a similar field. Experience in a wastewater-oriented pollution prevention program is highly desirable.

CERTIFICATION and LICENSING:

CWEA Environmental Compliance Inspector Grade I certification is highly desirable.

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to chemicals, fumes, odors, and gasses, and works with and around machinery having moving parts. The employee is occasionally exposed to outside weather conditions and uses a vehicle and occasionally works evenings or on weekends. The noise level in the work environment is usually minimal.