

SILICON VALLEY CLEAN WATER
Job Description
June 2025

JOB TITLE: Senior Environmental Compliance Specialist

FLSA: Non-Exempt

CLASSIFICATION: General Represented

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.

SUMMARY

Under general supervision, functions as a lead environmental compliance specialist in any of SVCW's environmental programs; evaluates wastewater discharge permit applications and develops permits; determines sewer users' applicability to SVCW and its participating member agencies' compliance programs; performs inspections, collects samples and conducts field analyses at industrial and commercial facilities and construction sites; conducts investigations to trace and mitigate the source(s) of non-compliant discharges; prepares regulatory, permit compliance and illicit discharge reports and must be familiar with all federal, state and local wastewater regulatory requirements; safely performs related work as required and other duties as assigned.

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.

- Interact with the public as an official regulatory representative of Silicon Valley Clean Water (SVCW); participate in community public outreach events.
- Survey the SVCW service area to identify new industrial, commercial, and institutional facilities (Users); inspect pretreatment systems, devices, facilities and processes of Users and determine applicability of federal, state, and local regulations related to pretreatment, stormwater runoff, and control of Fats, Oils and Grease (FOG).
- Evaluate wastewater discharge applications; review and interpret laboratory reports; develop and issue permits following standard procedures, practices, policies and guidelines; calculate discharge limits using analytical data collected from recent and/or historical samples.
- Determine appropriate sampling methods, locations, and frequencies; collect samples of wastewater discharges from Users.
- Review and prepare various local, state and federal compliance monitoring reports related to SVCW's pretreatment, stormwater and FOG programs; identify noncompliance, prepare and issue notices of violation; initiate enforcement actions, communicate requirements, document follow-up actions and responses and provide guidance for Users to return to compliance.
- Coordinate investigations to mitigate and trace sources of illicit discharges entering wastewater and stormwater collection systems within SVCW's service area.
- Provide technical guidance and support to the Environmental Compliance Specialist.
- Assist in the preparation and monitoring of the annual budget for the Environmental Services Division.
- Assist the Regulatory Compliance Specialist in tracking and monitoring in-house permits and various internal activities and equipment to ensure SVCW's compliance with pertinent regulatory permit conditions and requirements; gather data required to obtain permit renewals.
- Coordinate and participate in sampling and monitoring activities related to determining each SVCW Member Agency's flow and loading contributions; ensure proper sampling equipment, methods, and frequencies are implemented.
- Assist with implementation of SVCW's Waste Management Program; track facility waste, coordinate sampling for waste profiles and arrange for disposal.

- Perform 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:

- Principles, practices, techniques, and methods related to wastewater control, collection, analysis, treatment and disposal.
- Principles, practices, and techniques related to regulatory inspections and enforcement procedures.
- Basic principles of chemistry, biology, engineering, and physics.
- Safety methods, policies, procedures, and precautions involved in sampling wastewater and stormwater.
- SVCW policies, procedures, and Enforcement Response Plan.
- Local, state, and federal Industrial Pretreatment, FOG and stormwater regulations.
- Analytical laboratory equipment, chemical analysis field test kits and instruments.
- Office equipment and computer software applications related to the work.

Ability to:

- Interpret applicable laws, regulations and ordinances.
- Read and interpret a variety of maps, blueprints, schematics, flow diagrams, meters and gauges.
- Review and interpret lab reports.
- Analyze complex environmental situations, data, and reports, draw sound conclusions, and offer recommendations.
- Perform laboratory tests and basic field chemical analyses.
- Communicate effectively, both verbally and in writing.
- Work cooperatively and effectively with the public, business and industry representatives, regulatory officials, member agencies and co-workers.
- Work independently with minimal supervision.
- Work with accuracy and attention to detail.
- Operate computers and related software programs and applications.
- Effectively organize and prioritize assigned work.
- Obtain certification in CPR and Basic First Aid.

Interpersonal Effectiveness

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, is desired.
- Three (3) years of increasingly responsible experience in industrial pretreatment processes, facilities management, or areas related to environmental compliance, hazardous materials management, and industrial inspection.

CERTIFICATION and LICENSES

- CWEA Environmental Compliance Inspector Grade II certification.

Senior Environmental Compliance Specialist

- 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 accommodation 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, stand, walk, drive, lift and/or move objects. 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 must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 80 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Safety is priority while performing all SVCW work tasks. While performing the duties of this job, the employee regularly works outdoors and in indoor conditions and regularly works near video display. The employee is exposed to chemicals, fumes, odors and gases, and works with and around machinery having moving parts. The employee is exposed to outside weather conditions, uses a vehicle and occasionally works evenings or on weekends and in low light (morning or evening) conditions. The employee will interact regularly with business and industry representatives in the service area under various work environments. The noise level in the work environment is usually minimal.

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