

POSITION DESCRIPTION

CLASS TITLE: Local Source Control Specialist Last Update: 1/2012
DEPARTMENT: Public Works
DIVISION: Engineering
SALARY RANGE: \$3,815 - \$4,077 per month
UNION: None
DATE: January 2012

This is a limited duration, hours based upon the needs of the department, Fair Labor Standards Act non-exempt position. The regular work schedule for the Local Source Control Specialist is Monday through Friday, 8:00am to 5:00pm. This position has no benefits and no vacation or sick leave accruals Attendance at evening meetings or other off-duty events is not anticipated. This position is not a Civil Service employee.

GENERAL PURPOSE:

This position will provide technical field support to small quantity waste generator businesses through site and facility inspections. The Local Source Control Specialist offers technical assistance, information and help to identify Best Management Practices (BMPs) and alternative management options such as low impact development.

SUPERVISION RECEIVED:

Works under the general supervision of the City Engineer

SUPERVISION RESPONSIBILITIES:

This position does not have any supervisory responsibilities.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge, skills and skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty with advanced proficiency.

Primary responsibilities include:

- Establish a Source Control Program.
- Develop a list of Small Quantity Waste Generators.
- Prepares inspection reports and coordinates voluntary site visits, maintaining those records and preparing individual site visit reports as well as monthly, quarterly and annual progress and financial statements as required by the Department of Ecology.
- Conducts voluntary site and facility inspections, identifying maintenance issues in order to bring water control facilities in to compliance with regulations; performs follow up inspections to verify proper completion of repair work and compliance to standards.

- Collects and compiles data for water program studies, safety analyses, sampling projects and other technical information.
- Provides BMPs and low impact development (LID) education and assistance to business including development and implementation of such programs;
- Responds to inquiries and requests from businesses, public and other agencies by providing information and assistance on waste reduction, pollution prevention and toxics reductions through meetings, newsletters and other messaging.
- Promotes the Washington Stormwater Center Business Resource Program.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Associates degree in environmental science, engineering or related field; and two years' related inspection, permitting or environmental, water resource programs; or a combination of education, experience and training that indicates the ability to successfully perform the essential functions of the position listed above. Prior training and knowledge of stormwater source control BMPs and hazardous waste regulations preferred.

Washington State Driver's license and current three (3) year abstract.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Interpreting and applying relevant federal, state, codes, and local standards and procedures;
- Terminology, methods, practices and techniques of stormwater management as required by the position;
- Utilizing testing and sampling equipment, tools, and laboratory testing apparatus;
- Modern methods and techniques used in the design, construction, and inspection of stormwater facilities;
- Plan examination and review procedures;
- Business English, spelling, grammar and punctuation;
- Safety laws and regulations;
- Computer software including MS products and CADD.

Ability to:

- Read and interpret engineering plans and understand specifications as required by the position;
- Uniformly and accurately inspect stormwater facilities to determine compliance with city ordinances and policies;
- Communicate effectively, orally and in writing;
- Present technical material in a clear and concise manner to various groups;
- Use of interpersonal skills with tact, patience and courtesy;
- Prioritize and schedule work;
- Operate with average proficiency word processing software used by the City;
- Meet schedules and time lines;

- Perform field inspections;
- Assure compliance with City ordinances with consistency and impartiality;
- Prepare clear and concise correspondence and written materials;
- Provide excellent customer service by using a friendly, professional, and accurate customer orientated approach to a wide variety of customers, including: contractors, architects, business owners, government officials, general public and other staff. This would include in-person, written and oral communications;
- Contribute to achieving the Department mission;
- Interpret, apply, and explain laws, codes, regulations, policies and procedures;

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check. Job-related testing may be required.

The job description does not constitute an employment between the employer and applicant and it subject to change by the employer as the needs of the employer and requirements of the job change.

PHYSICAL DEMANDS

Requirements outlines in this position description may be subject to modifications to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who post a direct threat to significant risk to the health and safety of themselves or other employees.

Description of Work Environment:

While performing duties of this job, the employee works both in an office environment, and in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibrations.

Amount of Time Spent:	Seldom (1-10%)	Occasional (10-30%)	Frequent (30-70%)	Constant (Over 70%)	Non-Applicable
Sitting			X		
Standing			X		
Walking			X		
Running	X				
Driving			X		
Talking/Hearing				X	
Lifting (<10 lbs)		X			
Lifting (<25 lbs)		X			
Lifting (25>50 lbs)	X				
Lifting (50>100 lbs)					X
Carrying (<10 lbs)		X			
Carrying (<25 lbs)		X			
Carrying (25>50 lbs)	X				
Carrying (50>100 lbs)					X
Pushing/Pulling		X			
Climbing Stairs			X		
Climbing Ladders	X				
Bending at Waist			X		
Twisting at Waist			X		
Kneeling/Squatting		X			
Crawling		X			
Reaching above Shoulder		X			
Repetitive Arm/Hand Movement			X		
Tasting/Smelling		X			
Using Finger, Handle or Feel				X	

If Carrying Weight, How Far: 6 ft Is Weight Worn around the Waist? Yes No

Vision Requirements: Yes No Special Vision Requirements Not Applicable

Yes, the Following Apply (please check): Close Distance Color
 Peripheral Depth Perception Night Vision Adjust Focus Small Print Other

Hearing Requirements:
 No Special Hearing Requirements Not Applicable

Other Special Physical Requirements: _____