

CITY OF LOS BANOS
Job Description

POSITION TITLE	ENVIRONMENTAL CONTROL SPECIALIST TRAINEE ENVIRONMENTAL CONTROL SPECIALIST I ENVIRONMENTAL CONTROL SPECIALIST II ENVIRONMENTAL CONTROL SPECIALIST III
DEPARTMENT	PUBLIC WORKS
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To perform a variety of work related to the operation and maintenance of a Class I or a Class II Wastewater Treatment Plant and all related facilities and equipment; and to maintain lift stations on the City's wastewater and storm drainage collection systems.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Public Works Supervisor. May receive general supervision from other personnel as assigned. Environmental Control Specialist I/II/III may exercise general supervision over other personnel as assigned.

DISTINGUISHING CHARACTERISTICS

Environmental Control Specialist Trainee

This is the trainee level in the Environmental Control Specialist series. Positions in this class have no directly related work experience. The Environmental Control Specialist Trainee is distinguished from the I level by the lack of any job related knowledge or experience. Incumbents work under immediate supervision while learning the basic knowledge required of the job, typically progressing to the I level once they have acquired such knowledge and possess the required certification.

Environmental Control Specialist I

This is the first working level in the Environmental Control Specialist series. The Environmental Control Specialist I is distinguished from Environmental Specialist II by the latter requires possession of a Grade I Wastewater Treatment Plant Operator's Certification.

Environmental Control Specialist II

This is the second working level class in the Environmental Control Specialist series. The Environmental Control Specialist II is distinguished from Environmental Control Specialist III by the latter is the advanced journey level responsible for providing technical and functional supervision to assigned personnel.

Environmental Control Specialist III

This is the advanced journey level in the Environmental Control Specialist series. 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, by the amount of time performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to positions within this series, including providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Assist in the general operations of the City's Wastewater Treatment Plant and related facilities and equipment.
- Take samples from various locations and of various plant processes
- Read and record treatment plant instruments and perform basic laboratory work.
- Operate, maintain, monitor and perform basic repair on generators, pumps, and pump control equipment, level and flow measuring equipment, chemical feed equipment, screens, comminutors, and other plant equipment.
- Maintain lift stations and collection systems in both sanitary sewer and storm drainage systems.
- Perform general maintenance and construction tasks, including but not limited to, cleaning various areas of the plant, painting equipment and facilities, maintaining plant grounds, mowing weeds, performing minor concrete work, maintaining and repairing sprinkler systems, and cleaning plugged lines.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.
- Plan, prioritize, and review the work of staff assigned to a variety of operational and maintenance duties.
- Provide and coordinate staff training; work with employees to correct deficiencies.
- Participate in evaluating the activities of staff, recommending improvements, and modifications.
- Operate the City's Wastewater Treatment Plant in a manner that meets discharge requirements of the State of California Water Resources Control Board.
- Identify operational issues and make initial decisions regarding corrective action necessary, advising the Public Works Supervisor of unusual occurrences within the plant.
- Maintain journals, logs, and records for all plant activities required for regulatory compliance, process control and other purposes.
- Prepare monthly reports and write other reports and recommendations as required.
- Oversee laboratory operations, procedures, and techniques to ensure compliance with current Standard Methods and regulatory requirements.

- Calculate, verify and post billing amounts.

Environmental Control Specialist Trainee

Knowledge of:

- Modern office procedures, methods and computer equipment.
- Basic methods of record keeping, including personal computer uses related to spreadsheet and database applications.
- Basic equipment operations and use of small tools.
- Basic mathematics, science, and laboratory work analysis techniques.
- English usage including spelling, punctuation and grammar.
- Principles and practices of good customer service.

Ability to:

- Work independently with limited direct supervision, and perform the essential functions of the position in a responsible and professional manner.
- Sit, stand and walk on level and slippery surfaces; reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive movements in the performance of daily duties; lift, carry, and push fifty (50) pounds.
- Work in all weather conditions, including wet, hot, and cold; and often work with constant interruptions.
- Learn to perform routine maintenance of all pumps, motors, starters, equipment, and machinery.
- Learn to perform calculations related to laboratory and plant operations.
- Keep clear, concise, accurate and legible written reports and records.
- Understand and follow both oral and written instructions.
- Develop and maintain good working relationships with outside agency contacts including the Environmental Protection Agency (EPA), State Health Department and Department of Water Resources.
- Demonstrate confidence in personal decision making.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS:

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Must obtain a Grade I Wastewater Treatment Operator's certificate within eighteen (18) months of hire date.
- Experience with water or wastewater treatment, laboratory work, or equipment operation.

Environmental Control Specialist I

In addition to the qualifications of the Environmental Control Specialist Trainee:

Knowledge of:

- Pertinent local, State and Federal regulations, rules and laws.

Ability to:

- Perform the duties of an Environmental Control Specialist Trainee thoroughly and with confidence.

MINIMUM QUALIFICATIONS

- Must possess of a valid California Class C driver license and ability to obtain a valid, unrestricted California Class B driver license with tanker endorsement and medical certification card within six (6) months of hire date
- Possession of a Grade I Wastewater Treatment Plant Operator's certification.
- One (1) year of increasingly responsible experience equivalent to an Environmental Control Specialist Trainee or similar position.

Environmental Control Specialist II

In addition to the qualifications of the Environmental Control Specialist I:

Knowledge of:

- Proper operation and maintenance of a wastewater treatment plant, sewage collection system, storm drain collection system and related equipment.
- Practices and procedures for maintaining pumps, motors, chemical feed equipment, hydraulic sewer cleaners, rodders and related equipment.
- Routine water quality analysis.

Ability to:

- Exercise good judgment in the absence of direct supervision.

MINIMUM QUALIFICATIONS

- Possession of a valid California Class B driver license.
- Possession of a Grade II Wastewater Treatment Plant Operator's certification.
- Two (2) years of increasingly responsible experience equivalent to an Environmental Control Specialist I or similar position.

Environmental Control Specialist III

In addition to the qualifications of the Environmental Control Specialist II:

Knowledge of:

- Normal procedures and all phases of proper operation and maintenance of a wastewater treatment plant, sewage collection system, storm drain collection system and related equipment.

- Theory of normal plant operation and symptoms of faulty plant operation.
- Advanced practices and procedures for maintaining pumps, motors, chemical feed equipment, hydraulic sewer cleaners, rodders and related equipment.
- Principles of water quality analysis.
- Principles and practices of technical and functional supervision and training.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform and schedule routine maintenance of pumps, motors, starters, equipment and machinery.
- Apply theory to deduce operation problems.
- Exercise good judgment in emergency operations.

MINIMUM QUALIFICATIONS

- Two (2) years of increasingly responsible experience equivalent to an Environmental Control Specialist II or similar position.

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