Title: Source Control Aide

Department: Engineering

Date: 1-9-13

Section: Source Control

SRN- A20:

Reporting Relationship:

Reports to: Source Control Coordinator
Supervises the following positions: Not applicable.

Definition: Under general direction, with limited supervision will inspect routine industrial pretreatment systems such as grease, oil, chemical and biological, and evaluate an industry's pretreatment program to determine compliance or noncompliance.

ESSENTIAL FUNCTIONS:

1. Inspects, monitors, collect samples, and measures flows from industrial wastewater discharges.
2. Determines compliance with legal requirements.
3. Investigates Public Owned Treatment Works and sewer problems such, as odors and overflows, to determine if problems are of an industrial origin.
4. Conducts field tests to determine sources of offending discharges, sampling, pH, etc.
5. Maintains "chain of custody" procedures.
6. Operates a pH meter and Gas Tech, and Conductivity meter.
7. Maintains records and writes reports.
8. Moves manhole covers, grease trap lids, and sample box inspection plates to facilitate inspection and sampling.
9. Operates a District vehicle in a safe and professional manner.
10. Communicates effectively on a two way radio.
11. Follows District rules and regulations and works effectively with others.
12. Maintains ongoing relationship with public on a day-to-day basis.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators License issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Must possess a Grade I certification in Environmental Compliance Inspection issued by the California Water Environmental Association after 24 months of hire.
MINIMUM QUALIFICATIONS (Cont.):

Experience: Desirable one year experience in sanitation processes, collection system maintenance, engineering related field or a trade’s qualification, a certificate in Cross Connection and Backflow Prevention or a pipefitting apprenticeship. A typical way to obtain knowledge and experience would be to complete home correspondence field training programs on Pretreatment Facility Inspection offered by Cal State University Sacramento or an accredited college. Customer service and public relations courses from an accredited college would be beneficial.

Education: Minimum high school diploma, college degree desirable.

Knowledge of:
- Working knowledge of industrial waste chemistry.
- Basic algebra calculations.
- Plat sheets, Thomas Guide, parcel maps and legal descriptions.
- General sewage systems and grease trap installations.
- State and Federal regulations and enforcement procedures mandated by the Environmental Protection Agency.
- Material Safety Data Sheets.
- Personal computer operation.
- Traffic control and safety procedures.

Abilities:
- Make accurate mathematical calculations
- Follow written and oral instructions and directions
- Knowledge of plat sheets, Thomas Guide, and parcel maps
- Work cooperatively with others
- Communicate effectively verbally and in writing

PHYSICAL REQUIREMENTS:

Driving: moderate
Walking: excessive
Temperature: withstand ambient temperature fluctuations
Lifting: sixty five pounds maximum
Stooping and Bending: moderate
Carrying: ability to carry 15 to 20 pounds to a 200 foot maximum over rough terrain
Immunization program: must be able to tolerate District immunization program

See Human Resources for physical assessment form.