JOB DESCRIPTION

Coachella Valley Water District  Date:  February 2012

**TITLE:**  Source Control Assistant  **SECTION:**  Source Control

**DEPARTMENT:**  Environmental Services  **SRN 26:**

**REPORTING RELATIONSHIP:**

Reports to:  Source Control Coordinator

Supervises the following positions:  Not applicable

**DEFINITION:**  Under general direction with limited supervision, inspect routine grease, oil chemical and biological pretreatment systems and evaluate the program to determine compliance or non-compliance.

**ESSENTIAL FUNCTIONS:**

1. Collects samples and measures flow from industrial wastewater dischargers.
2. Determines compliance with legal requirements and District discharge regulations.
3. Investigates Public Owned Treatment Works and sewer problems, such as odors and overflows to determine if the source of the problem is of an industrial origin.
4. Conducts field tests to determine sources of offensive odors, discharges, dye testing, pH balances, etc.
5. Maintains ‘chain of custody’ procedures.
6. Prepares technical reports and maintains accurate records.  Operate a computer station.
7. Lifts manhole covers, grease interceptor/separator lids, and sample box inspection plates.
8. Operates a district vehicle in a safe and professional manner.
9. Maintains ongoing working, professional relationships with public on a day-to-day basis.
10. Communicates effectively on a two-way radio.
11. Follows district rules and regulations, safety policies and procedures while working effectively with others.
12. Operates pH meter, gas detector, and conductivity meter.
15. Discuss violations with firm’s management and seek corrections.
16. Analyzes the adequacy of the wastewater pretreatment processes.
17. Investigates industrial and commercial firms to determine the nature of the business, the wastewater generating processes, magnitude, and type and strength of waste produced.
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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 Pretreatment Facility Inspection issued by the California Water Environmental Association.

Experience: Two years experience in pretreatment facility inspection, sanitation processes, collection system maintenance, or an engineering related field. Customer Service related experience would be beneficial.

Education: High School diploma or equivalent. Typically, the successful candidate will have completed college level coursework in biology, chemistry, engineering or environmental science. A typical way to obtain knowledge would be to complete a home correspondence course on Pretreatment Facility Inspection offered by Sacramento State University or an accredited college.

Knowledge of:
- District Rules and Regulations
- Location of district facilities
- Methods of collecting, preserving and documenting water quality samples
- Computer program concepts, spreadsheets and databases as they relate to data entry
- Traffic control and safety procedures
- State and Federal regulations and enforcement procedures mandates by the Environmental Protection Agency
- Basic knowledge of safety practices dealing with chemistry and chemical compounds related to water quality and sampling
- Industrial waste chemistry
- Basic algebra calculations
- General sewage system and grease trap installations
- Material Safety Data sheets

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

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites, including over rough terrain.

2. Ability to tolerate moderate stooping and bending.

3. Will work in extreme weather conditions including heat and rain. May be exposed to chemicals, dust, fumes, vapors, and insects.

4. Uses telephone and two-way radio to communicate.

5. Uses personal computer, keyboard, mouse, and monitor.
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6. Lift and carry objects weighing up to 75 pounds over rough terrain.

7. Must be able to tolerate District immunization program.

See Human Resources for physical assessment form.

I confirm that this job description is an accurate representation of this position as of this date.

Approval Department Head _______________________________  Date __________
General Manager _______________________________________    Date __________