



SOURCE CONTROL COORDINATOR

Department	Environmental Services	FLSA Status	Exempt
Division	Source Control	Bargaining Unit	ASSET
Job #'s	30026	SRN	S18
EEO Job Category	2 - Professionals		
Supervision Received and Exercised	Receives general supervision from Water Resources Manager and exercises supervision of Environmental Compliance Inspectors and Aides.		

JOB SUMMARY:

Under general direction plans, organizes, directs, and controls the functions of the Source Control Division. Responsible to implement CVWD’s FOG program, maintain the Industrial Waste Survey, provide pretreatment expertise; and perform related duties as required.

ESSENTIAL FUNCTIONS:

1. Supervise the work of Source Control division staff including planning, organizing, directing and controlling their assignments, goals, objectives and personal development.
2. Directs responses to reports of FOG blockages in the collection system.
3. Ensures timely inspections involving sewer connections for the purpose of implementing District rules and regulations governing such services.
4. Investigates and samples commercial and industrial discharges in the sanitary system in order to protect the integrity of the system and treatment process.
5. Makes recommendations and prepares evidence and enforcement actions to resolve violations of District compliance program.
6. Maintains detailed and accurate records.
7. Prepares correspondences and answers requests concerning permits or complaints while maintaining good public relations.
8. Studies and evaluates industrial waste impact on wastewater facilities.
9. Recommends guidelines for District compliance and enforcement programs.
10. Recommends local constituent limits as applicable within Federal guidelines.
11. Issues permits for dischargers requiring preliminary or pretreatment.
12. In support of Development Services, reviews new business and tenant improvement plans of those that specify any necessary pretreatment equipment.
13. Drafts and implements the section budget.
14. Interacts and confers with Service department, Operations department, Engineering department, and other Divisions within the Environmental Services department. May be assigned to special projects within these departments and/or divisions.

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Bargaining Unit Reviewed		Supersedes	Not applicable



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MINIMUM QUALIFICATIONS:

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.

Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. An example would be to have six years of increasingly responsible experience in sanitation processes, collection system maintenance, or engineering related field.

Knowledge of:

- Location of district facilities
- Basic industrial waste chemistry
- Basic algebra calculations
- Functions, calibrations and operations of gas techs, pH ranges and conductivity meters
- Regulations affecting new installations for domestic, sanitation, irrigation, and industrial waste and fees and charges related to each
- Customer service techniques and procedures
- District safety programs, rules, regulations, and Material Safety Data sheets
- Cross connection program
- State and Federal regulations and enforcement procedure mandated by the Environmental Protection Agency
- General Sewage systems and grease trap installations
- Confined space entry and monitoring procedures
- Personal computers and SunGard systems
- Flow measurement and sampling procedures, including 'chain of custody' procedures
- Plat sheets, parcel maps, and legal property description
- Safe work practices
- Correct use and maintenance of hand tools and equipment
- Geography of the local area
- Principles of supervision and management

Abilities:

- Communicate effectively with others, both verbally and in writing
- Use tools and equipment in a safe manner
- Follow and comprehend written and oral directions
- Work cooperatively with others

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- Maintain accurate records and reports
- Make accurate arithmetic calculations
- Coordinate the work of the Source Control section
- Coordinate activities between the Source Control section and other related sections
- Coordinate, train, develop, and evaluate Source Control personnel
- Promote effective customer relations by using developed customer service skills
- Implement needed programs and systems necessary for the functioning of the section.

CERTIFICATES, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position are required to obtain and maintain the following certifications, licensing and registrations:

- Licenses – Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. Ability to maintain insurance under the District’s Vehicle Insurance Policy.
- Possession of Grade II certificate in Environmental Compliance Inspection issued by the California Water Environmental Association.

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.
4. May be exposed to chemicals, dust, fumes, vapors, and insects.
5. Uses telephone and two-way radio to communicate.
6. Uses personal computer, keyboard, mouse, and monitor.
7. Lift and carry objects weighing up to 75 pounds over rough terrain.
8. Be able to sit for extended periods of time.
9. Must be able to tolerate District immunization program.

See Human Resources for physical assessment form.

Read and Acknowledged: _____ /_____/_____
Employee Signature Date

Employee Name (Printed)

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