



CLASS SPECIFICATION FOR:

## Water Quality Compliance Specialist III

### General Statement of Duties:

Performs all types of sampling and monitoring including routine, non-routine, and complex at locations Countywide as assigned; programs, operates and maintains sampling and monitoring related equipment within critical guidelines; prepares and maintains a wide variety of records, technical reports and required documentation; assigned and handles all types of customer interactions and issues, including routine, complex and at times sensitive interactions and issues; works with citizens and businesses on discharge issues; schedules daily/weekly work assignments of specialists; performs annual facilities inspections for all types of businesses; provides support and backup to section supervisor and may act as lead worker; and performs other duties as assigned.

### Distinguishing Features of Class:

Primary duties include all types of monitoring, testing and sampling of wastewater, drinking water, ground water, soil and storm water, and related activities by adhering to strictly regulated sampling field test procedures to ensure the protection and integrity of the collection and distribution systems as well as the water reclamation and biologic treatment processes; programs, sets and retrieves auto-samplers; prepares and maintains strict chain of custody and other required documents; data entry in activity specific systems; maintaining the sampling equipment within critical specifications/guidelines; reviews liquid hauled waste applications for permits and makes accurate recommendation for approval/denial; performs annual facilities inspections of businesses, drafts related technical reports of findings, issues comments and compliance recommendations and works with stakeholders implement corrective actions as necessary; performs plan of development research, makes recommendations for monitoring manhole locations, and verifies installation of utilities; issues industrial waste surveys and tracks responses with determination of permit action; independently resolves routine, non-routine and more complex inquiries; and performs all types of monitoring and related activities as assigned. Responsibilities afford opportunity for independent judgment in planning work and making technical determinations. Work is performed independently and as lead worker under limited supervision, collaborating on unusual issues as appropriate.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Sets up the monitoring site for safety for safety under all types of worksite conditions, maneuvers and manages the equipment and samples, sets and retrieves auto-samplers;
- Maintains sampling equipment within critical specifications/guidelines and is responsible for the cleaning, storage, programming, operation and accuracy of all types of sampling and related equipment;
- Utilizes as-built utility plans/County Intranet Geographic Information System to assist in verification of sampling locations and monitoring manholes using GIS enabled field tablets;
- Works rotations in the Central Environmental Laboratory performing a variety of tests to ensure discharge and other sampling comply with permit and regulatory requirements and assisting lab personnel as needed;
- Processes all samples in strict accordance with regulatory guidelines and maintains strict quality control and chain of custody, including creating and maintaining all related paper and electronic documentation;
- Creates and maintains accurate and detailed paper and electronic records related to all types of activities including monitoring/sampling, inspections, surveys, and permit applications;
- Performs a variety of complex mathematical calculations to program, set, and validate auto-samplers and findings;
- Performs dye tests as necessary to determine flow and sources of discharge and wastewater;
- Recognizes and reports unusual discharge, including researching, documenting and resolving routine and complex discharge issues with minimal guidance while keeping supervisor appropriately informed;
- Collects routine, non-routine, and complex samples for strong waste, commercial and industrial facilities, liquid hauled waste, drinking water distribution locations and storm water locations;
- Investigates and researches high bill complaints, makes recommendations for resolution, collaborates with customer to implement approved resolutions, and monitors to ensure ongoing compliance;
- Works with stakeholders to determine compliance in waste discharge activities, investigates to determine the cause of violations, proposes corrective actions, and works with stakeholders to implement corrective actions to ensure compliance;
- Performs plan of development (POD) research, reviews plan documents and makes recommendations for monitoring manhole locations, and verifies installation of utilities;
- Assists supervisor with a wide variety of administrative and supervisory duties such as training staff, serving as a primary resource to staff, making day-to-day work assignments and reviewing work as needed, issue resolution, data collection and management, reporting and other duties as assigned to ensure the monitoring and testing activities meet permit requirements;



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- Independently performs assigned annual facility inspections of commercial and industrial businesses, drafts related technical reports of findings, issues comments and compliance recommendations, and works with stakeholders implement corrective actions as necessary;
- Reviews liquid hauled waste applications for permits and makes accurate recommendations for approval/denial;
- Monitors and inspects designated locations to determine authority of haulers to discharge liquid wastes;
- Collaborates with regulatory agencies, private labs and other third-party stakeholders as assigned for set-ups, sample collection and testing, keeping supervisor appropriately informed;
- Responds to citizens' routine and complex questions, inquiries, complaints and issues accurately and appropriately and appropriately involves and notifies supervisor of non-routine questions, inquiries, complaints and issues;
- May testify in court pertaining to related violations of County Code;
- Maintains a thorough working knowledge and understanding of current testing and monitoring processes and equipment, GIS tools and job specific systems, permit requirements, and applicable regulatory agencies and requirements;
- Performs other duties as assigned.

#### Required Knowledge, Skills and Abilities:

Demonstrated thorough working knowledge of Clean Water Act and Safe Drinking Water Act regulatory guidelines relevant to monitoring, sampling and testing activities; ability to program and use complex specialized sampling and lab equipment to perform a wide variety of mandatory tests under varying field conditions (work site conditions, traffic, weather, confined spaces, etc.) and in a laboratory setting; sound working knowledge of regulatory guidelines and permit requirements relevant to monitoring, sampling and testing activities; demonstrated ability to follow precise complex instructions and related documentation requirements; sound working knowledge of safe traffic control practices for worksites in varying traffic conditions and patterns to ensure safety of the work environment and the public; demonstrated ability to communicate effectively with diverse stakeholders including citizens, business owners and County personnel; sound judgment and problem-solving skills with the demonstrated ability to independently and appropriately resolve a variety of routine, non-routine and complex questions and issues within established policies, guidelines, requirements and procedures; demonstrated critical thinking skills in identifying and resolving problems, and acting as lead worker; ability to express ideas clearly and concisely, orally and in writing; ability to write technical reports and to create and maintain accurate paper and electronic records; ability to make accurate complex mathematical calculations; ability to maintain strict quality standards and chain of custody; professional integrity including excellent time management and organizational skills with the demonstrated ability to independently plan and execute work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to read, and consistently comprehend, interpret, apply and communicate technical and legal information accurately; sound political astuteness with the demonstrated ability to recognize sensitive situations/circumstances and refer to/involve supervisor or other appropriate County personnel; computer skills with ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; physical condition permits activities including but not limited to lifting, carrying, bending, stooping, kneeling and routinely working under adverse temperature and/or weather conditions utilizing appropriate personal protective equipment; visual and hearing acuity sufficient to enable effective interactions, data collection and work safely in a wide variety of adverse worksite conditions; basic supervisory skills with excellent interpersonal skills with the ability to establish and maintain effective working relationships; ability to work independently, as lead worker and as part of a team with limited supervision; personal accountability; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy. Must be able to positively and appropriately represent the County with customers and other stakeholders. May require the ability to work a flexible schedule as needed.

#### Minimum Education and Experience:

Education: Two (2) year degree in relevant field with relevant coursework in mathematics, environmental science, biology or other related field, with a preference for a 4-year degree;

Experience: Six (6) years of relevant work experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

#### Additional Requirements:

**NOTE:** Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.  
**NOTE:** All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide.