



ENVIRONMENTAL RESOURCES ANALYST

Bargaining Unit: Independent/Non-Contract

FLSA: Non-Exempt

SALARY RANGE

\$36.44 - \$47.37 Hourly

\$2,915.06 - \$3,789.57 Biweekly

\$6,316.00 - \$8,211.00 Monthly

\$75,791.00 - \$98,529.00 Annually

DEFINITION

Under direction, performs a wide range of environmental and regulatory compliance duties including, but not limited to, wastewater pre-treatment programs, source control inspection, and implementation of regulatory compliance programs, policies, and procedures; inspects and monitors a wide variety of commercial and industrial businesses to evaluate their operations and compliance with District and regulatory requirements; conducts compliance audits; prepares regulatory reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level professional classification provides environmental and regulatory compliance support to the District's water and wastewater operations and systems. Incumbents regularly perform tasks of work complexity which require discretion and independent judgement. Assignments are given within general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a wide range of environmental and regulatory compliance duties in the District's water and wastewater operations including but not limited to, environmental protection, pre-treatment programs, and source control inspection; works with field operations to identify environmental impacts of District operations and actions needed to avoid or mitigate those impacts.
- Implements regulatory compliance programs, policies, and procedures designed to ensure the District's compliance with all applicable federal, state, and local regulations; ensures all mitigation plans are implemented and reported to relevant agencies; prepares required notices for publication and dissemination to the public.
- Assists with the development and implementation of new or revised environmental resource programs, policies, procedures, and methods of operation; assists with recommending and implementing enhancements to ensure effective systems and services are in place.
- Compiles data and generates technical reports and Board letters; provides input into formal legal actions to obtain compliance with source control and industrial waste regulations and ordinances.
- Analyzes and evaluates proposed environmental legislation and regulation for its impact on District operations; provides recommendations and proposed actions on strategies for complying with proposed environmental legislation.
- Conducts source control inspections on commercial and industrial dischargers into the system; evaluates operations and preventive measures taken to control pollutants; collects samples and analyzes results prepared by contracted laboratory services; informs organization of results including the presence of toxic and hazardous materials and other permit violations; identifies actions needed for voluntary compliance with regulations; re-inspects facilities for compliance and identifies District options for enforcement for management and legal review; implements agreed upon actions.
- Checks plans, specifications, and documentation of new businesses for conformance with District regulations and standards and federal pretreatment requirements; communicates requirements for pretreatment and monitoring equipment to the businesses; performs onsite inspections to ensure compliance with approved plans for pretreatment systems and monitoring stations.
- Investigates and traces sources of illegal discharges entering the sewage or stormwater system; maintains accurate records and files of actions taken.
- Conducts a variety of studies; performs a broad range of professional scientific research and work; collects, computes, and analyzes data; and prepares findings and recommendations.
- Organizes, controls, and prepares or coordinates with consultants on regulatory reports required by applicable law and regulation.
- Determines appropriate sampling methods; collects representative samples of water, wastewater and stormwater from specific system locations including commercial,

residential and industrial; sends samples to laboratory for testing; analyzes lab reports to determine what actions may be needed.

- Performs inspections of commercial and industrial construction projects associated with sewer connections for billing purposes; performs count of plumbing fixtures in commercial buildings to determine correct sewer connection fees.
- Serves as an ongoing liaison and represents the District with governmental agencies, industry, community groups, and organizations; attends meetings, answers questions, and provides information on assigned projects.
- Maintains current knowledge of trends and best practices in environmental issues and regulations through conferences and publications.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Processes and practices of wastewater treatment/pretreatment and distribution, recycled water and potable water systems.
- Industrial waste inspection and pretreatment reporting methods, techniques, and practices.
- Principles of microbiological and chemical testing.
- Sample collection techniques.
- Mitigation measures for source control non-compliance issues.
- Mathematical and statistical techniques.
- Principles and procedures of record keeping and report preparation.
- District and mandated safety rules, regulations, and protocols.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide professional support to the District's environmental resources program through investigative and analytical work.

- Assist in developing and implementing goals, objectives, practices, policies, procedures for environmental resource programs .
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Conduct and provide recommendations on a diverse range of pretreatment and source control inspections and investigations.
- Review legislative initiatives on environmental regulations and provide analysis on the District's response to proposed legislative actions.
- Collect samples in accordance with proper protocols.
- Conduct independent research studies; analyze trends and issues and make sound recommendations and/or alternative options.
- Write source control corrective action reports to comply with Environmental Laboratory Accreditation Program (ELAP) regulations.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in environmental science, chemistry, microbiology, or a related field and four years' experience of professional environmental program compliance.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- California Water Environmental Association (CWEA) Environmental Compliance Inspector Certification is highly desired.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to operate a motor vehicle and visit various District sites; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; vision to inspect site conditions and work in progress. The job involves fieldwork requiring walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.