

**THE WATER WORKS AND SEWER BOARD
of the
CITY OF GADSDEN, ALABAMA
CLASSIFICATION SPECIFICATION**

Position Title: Environmental Services
Assistant

Department: Administration

Date: September, 2018

Reports To: Superintendent of
Environmental Services

POSITION DESCRIPTION

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical duties in the inspection of industrial and commercial waste storage and discharge to ensure compliance with local ordinances and state and federal requirements, and, to assist in maintaining and improving The Gadsden Water Works & Sewer Board (GWWSB) GIS System.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develops and conducts public outreach and education activities, drafting enforcement actions, drafting inspection reports and enforcement actions, drafting industrial wastewater discharge permits, and participating in compliance hearings.

Work in the industrial waste program involves continual learning in order to understand and stay current on the industrial and commercial pretreatment processes locally and nationally so that recommendations can be made to the industries. Employees work within an environment wherein the GWWSB prefers gaining voluntary compliance even though the GWWSB is inspected by the federal government on its willingness to apply sanctions for noncompliance. Employees in this class perform related duties as required.

Work as GIS Assistant requires utilizing computer(s) and computer software to prepare GIS databases, maps, database reports and specialized queries in support of various projects, to perform GIS analysis, modeling and reporting to support decision making, to generate, maintain and disseminate GIS layers, to operate and maintain GIS software and web-based applications, to design GIS enterprise database and enforce data standards, to produce complex maps for user departments and outside agencies, as necessary, and to perform other duties as assigned.

Distinguishing Features: The Environmental Services Assistant is distinguished from other inspector classes by its focus on industrial and commercial waste discharge compliance and GIS assistance. Employees in this classification are supervised by the Superintendent of Environmental Services.

QUALIFICATIONS

Education and Experience: Requires a High School diploma or GED. Prefer at least three (3) years of experience (**or four year degree**) in chemistry, water and wastewater technology, GIS, geography, or related fields that provide knowledge, skills and abilities to perform the essential duties.

Any combination of training, education, or experience in pretreatment programs, industrial and/or commercial waste, wastewater operations, or closely related area will also be considered.

ESSENTIAL DUTIES

Communication: Informs the general public of regulations and requirements of City codes and GWWSB pretreatment ordinances. Maintains good working relationships with local industrial officials by providing information regarding regulations, assisting in the completion of compliance questionnaires, answering general questions, etc., to encourage cooperation and promote the overall efficiency of the pretreatment program. Prepares inspection reports, analytical results, and letters to businesses regarding inspection findings to communicate the required corrections and document the findings. Responds to complaints and questions from citizens, other departments, and county and state agencies. Assists with and conducts education activities to inform on the proper uses and disposal of hazardous wastes. Communicates with Engineering Department to efficiently and effectively support GIS maintenance and functionality.

Manual/Physical: Monitors industrial wastewater discharges using automatic sampling equipment and standard sampling methods to determine compliance with federal and local regulations. Samples the collection systems and industries for Biological Oxygen Demand (BOD) and suspended solids and other parameters as required by local ordinances. Conducts routine inspections of industrial facilities to update wastewater discharge information, determine changes in manufacturing processes, determine compliance with various environmental regulations, and determine the applicability of federal and local regulations. Monitors wastewater flow quantity using mechanical and ultrasonic flow recorders, and interprets data by mathematical analysis to determine line capacities and hydraulic characteristics of the municipal sewage collection system. Inspects grease traps and oil interceptors on businesses connected to the collection system to determine if they are in compliance with GWWSB and City wastewater regulations and plumbing codes. Surveys new businesses to determine applicability of ordinances and regulations.

Measures distances to set up flow monitoring and sampling equipment. Installs sampling and flow monitoring equipment in order to monitor wastewater discharges. Calibrates and operates monitoring equipment to determine hazardous environments. Operates a pickup truck and van requiring a standard Alabama Driver's License to perform fieldwork and business inspections. Enters data into a personal computer to update computer files, prepare inspection reports, and prepare correspondence. Uses common hand tools. Cleans work area and equipment. Moves heavy (50+ pounds) objects such as manhole covers and full samplers for distances of up to 15 feet. Digs holes using a pick to uncover and open manholes. Mixes acids, bases, and wastewater to preserve samples and perform field tests. Works with chemicals, wastewater, etc., requiring protective equipment. Works in small cramped areas, at heights greater than 10 feet, and in a variety of weather conditions. Distinguishes colors to perform color-comparative tests.

Works with Superintendent of Environmental Services, Superintendent of Water Treatment and Production, and GWWSB lab to coordinate and collect water and sewer samples as necessary.

Works with GWWSB personnel on comprehensive distribution artificial demand program.

Works with Engineering Department to perform field work and office work to to efficiently and effectively support GIS maintenance and functionality.

Mental: Analyzes sample results to make recommendations regarding corrective actions and compliance. Comprehends and makes inferences from GWWSB requirements, City codes and Environmental Protection Agency regulations when inspecting businesses for compliance. Reviews self-monitoring reports and business reports to determine compliance status. Resolves problems with business owners and citizens. Reads and interprets construction plans and specifications to determine that GWWSB's collection system is protected and appropriate measures are in place for chemical storage and treatment. Prioritizes work assignments. Learns job-related material through on-the-job training and in classroom settings.

Performs field work and computer work, as necessary, to ensure GIS functionality and relevancy.

Knowledge and Abilities:

Knowledge of:

The ordinances, rules, and regulations governing the treatment, control, and discharge of industrial waste into sanitary sewers;

The occupational and safety precautions of the work;

The techniques involved in taking sewage and industrial waste samples and making the related tests;

The installation, maintenance, and operation of pretreatment facilities used for the control of industrial wastes; and

The chemical compositions of industrial waste and the effect of chemicals on sewers and treatment facilities.

The use of GIS software and GIS data conversion

The use of GIS field and surveying equipment

Ability to:

Monitor industrial facilities and GWWSB's wastewater treatment plant discharges using automatic sampling equipment and standard sampling methods to determine compliance with federal and local regulations;

Conduct field tests for parameters to determine a means of controlling or eliminating hazards;

Sample collection systems and industries for pollutants of concern and hazardous discharges; collect distribution samples as required; perform artificial demand

Conduct routine inspections of industrial facilities to update wastewater discharge information and to determine changes in manufacturing processes and the applicability of federal and local regulations;

Maintain good working relationships with local industrial officials by providing information regarding regulations, assisting in the completion of compliance questionnaires, answering general questions, etc., to encourage cooperation and promote the overall efficiency of the pretreatment program;

Monitor wastewater flow quantity using mechanical and ultrasonic flow recorders and interpret data by mathematical analysis to determine line capacities and hydraulic characteristics of the municipal sewage collection system and to identify areas targeted for capital improvement projects and engineering studies;

Inspect grease traps and oil interceptors on businesses connected to the collection system to determine if they are in compliance with city and GWWSB sewer regulations;

Investigate sewer odor complaints by interviewing the person that made the complaint, checking nearby manholes for specific pollutants, and inspecting manholes for cleanliness;

Respond to sewer overflows, citizen complaints, and illegal discharges while compiling evidence for possible civil or criminal actions;

Provide technical assistance to other GWWSB and city departments for the enforcement and implementation of their programs;

Investigate and monitor sulfide formation in the sewer system using field-testing equipment to monitor the deterioration of the sewer lines;

Test for dissolved sulfides at specific locations in the sewer system in order to generate data needed to program controllers for the GWWSB's pumps;

Test the sewer system for pH, hydrogen, oxygen, methane, and oxidation reduction potential;

Utilize GIS software to perform GIS data conversion;

Utilize the information processing capabilities to create custom maps and charts based on the GWWSB's, the city of Gadsden's and outside sources of GIS data;

Maintain a GIS database through interface with data source agencies (cities, counties, regional governments, and federal agencies);

Proficiently use appropriate software (e.g., MS Excel, MS Access, etc.) To query the GWWSB's records management systems and GIS databases to extract specific datasets;

Create secondary or freestanding databases to enhance the GWWSB's analytical capabilities; particularly as this pertains to both short-term and long-range planning;

Utilize global positioning systems (GPS) technology to integrate specific latitude/longitude coordinates as data points for cartographic productions;

Research and compile data for special planning studies and environmental reports and research written and computer records and documents;

Assist in the production of packets for various appointed boards and commissions;

Perform fieldwork studies in conjunction with projects or ordinances under study by the engineering department;

Design and produce charts, graphs, maps, plans and other illustrative materials for presentations by the engineering department;

Assist in reviewing commercial and residential development plans for compliance with regulations;

Assist in the review and processing of planning applications, assist in preparation of and updating of zoning maps, land use maps, utility maps, and parcel and tract maps based on data obtained from public records, subdivision and parcel maps, and field surveying notes;

Prepare written and graphic reports for use by the GWWSB staff on various planning matters;

Provide information to the public regarding zoning, application procedures, and current projects, etc. In person and over the telephone, when necessary,

And, perform other duties as assigned.