

ENCINA WASTEWATER AUTHORITY (EWA)

DATE: August 2022 (revised)
POSITION TITLE: Source Control Intern
DEPARTMENT: Environmental Compliance
SECTION : Source Control
REPORTS TO: Source Control Manager
FLSA STATUS: Non-exempt (Part-Time Intern)

POSITION SUMMARY:

Under general supervision and direction of the Source Control Manager, supports the EPA certified pretreatment program (40 CFR Part 403), this classification:

This is a non-professional Intern classification in the Source Control Section. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Source Control Inspector I/II/III. Interns are provided guidance and instruction regarding work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise, interns are not expected to make independent decisions.

SUPERVISORY DIMENSIONS:

None.

EXAMPLES OF ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Assist with a wide variety of routine and simple tasks regarding industrial and commercial facilities to help source control inspectors to determine compliance with federal, state, and local regulations; identify pretreatment systems, sample locations; evaluate site BMPs, facility logs, and records.
- Assists in a variety of inspection, investigation, analytical, and reporting duties to protect human health, the collection system, POTW, and Waters of the United States from toxic discharges.
- Assists with monitoring, and tracking EPA Categorical Industrial Users (CIUs), Significant Industrial Users (SIUs), Non-significant Industrial Users (NSIUs), and Best Management Practice businesses (BMPs) for compliance with EWA's discharge permit regulations, the EWA Pretreatment Ordinance, and EPA guidelines.
- Explain basic applicable regulations, laws and ordinances - Provide information to the public and business owners via phone, verbally in person, and written correspondence regarding Federal, State, and Local regulations, laws, and ordinances. Provide information to participating agencies, and other regulatory

agencies. Assist the Public Education and Outreach Section by participation in projects and events.

- Participate with the Authority's programs with other public agencies that discharge into the Authority's wastewater collection system; schedules and coordinates activities with customers and other Agencies personnel.
- Work with facility contacts to acquire reports, logs, applications, and supporting documentation.
- Assist in compiling and tracking of POTW lab reports and industrial user self-monitoring reports (CSRs); review CSRs for completeness and accuracy; enter the sample results and other data into the Source Control Program's pretreatment data management system; file CSRs appropriately in the industry user files.
- Assist in the Preparation of documentation necessary to support the section and the overall administrative functions of the section. Such documentation may include: routine transmittals, public information requests, laboratory reports, letters, memos, reports or tables.
- Assist in the maintenance of field test equipment, including necessary cleaning, maintenance, calibration procedures, and testing of the equipment.
- Assist in the review of wastewater discharge permit applications and other submittals from industrial/commercial users; file technical documents including, inspection reports and fact sheets; draft NOVs.
- Support the development and issuance of control mechanism permits, authorizations and monitoring requirements.
- Assist in the investigation of illicit discharges and complaints, trace upstream to identify the source, and gather information and evidence.
- Assist with Field Testing/Sampling and monitoring in accordance with EPA protocol primarily using Standard Methods for the Examination of Water and Wastewater. Collect samples, preserve samples, transport samples (with a chain of custody), and evaluate data results.
- Analyze and interpret data including charts, graphs, diagrams; work with sewer maps, GIS maps, the source control database, spreadsheets, and utilize data the filing and management systems to access, store and retrieve information as necessary.

Ability to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

OTHER QUALIFICATIONS:

Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Analytical Thinking - Approaching a problem or situation by using a logical, systematic, sequential approach.

Building Trust - Communicates an understanding of the other person's interests, needs and concerns; identifies and communicates shared interests and goals; identifies and communicates differences as appropriate; demonstrates honesty, keeps commitments, and behaves in an appropriate manner.

Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

Meeting Ethical Standards - When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.

EDUCATION/EXPERIENCE REQUIREMENT:

Enrollment in a Bachelor's or Graduate degree program in physical, natural, or environmental science, engineering, or a closely related field from an accredited college or university.

LICENSE AND CERTIFICATE REQUIREMENTS:

Possession of a valid California Class C Driver's License and the ability to be insured and drive under the Authority's automobile insurance coverage. Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to: walk; talk/hear by telephone and in person; smell; use hands and fingers to handle, feel or operate objects, tools or controls; and reach and lift with hands or arms. The employee is frequently required to stand for prolonged periods of time and must be able to lift and move up to 50 pounds. Specific vision abilities required by this job include: close vision, distance vision, the ability to distinguish colors and shapes, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this position, employees are regularly required to: use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret people, situations, information and data; use mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work under intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: The employee will work both in and out of doors. The office and laboratory environments are moderately quiet. While performing field duties, the employee may be exposed to toxic or hazardous chemicals and loud environments and may be required to work in inclement weather.

QUALIFICATIONS: Ability to pass a pre-employment physical examination; possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak, and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.