

ENCINA WASTEWATER AUTHORITY

DATE: August 2022 (revised)
POSITION TITLE: Source Control Manager
DEPARTMENT: Environmental Compliance
SECTION: Source Control
REPORTS TO: Director of Environmental Compliance
FLSA STATUS: Exempt

POSITION SUMMARY:

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

Under general supervision of the Director of Environmental Compliance, customarily and regularly exercises discretion, independent judgment, and decision-making managing the full scope of resources within the section. This position: plans, organizes, and administers the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the Source Control Program in accordance with federal, state and local laws; investigates industry related wastewater, biosolids and reclaimed water quality problems, determines the cause of problems and recommends solutions and/or mitigation measures; prepares regulatory reports; provides technical and professional support to operations, laboratory, and member agency staff; and performs other related duties as assigned. This position is responsible for supervision and oversight of all source control related activities in the Authority.

SUPERVISORY DIMENSIONS: Receives general supervision and strategic direction from the Department Director. Exercises direct and general supervision over staff assigned to the section being overseen and is accountable for the results produced by the section.

ESSENTIAL JOB DUTIES:

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Exhibits all leadership traits and ethical behaviors required of California local government executives.
- Committed to the achievement of Encina Wastewater Authority's Mission and Vision, and personally exemplifies the Authority's Values.

- Oversee the Encina Wastewater Authority Environmental Protection Agency (EPA) certified pretreatment program (40 CFR Part 403) to perform a variety of professional inspection, investigation, analytical, and reporting duties to protect human health, the collection system, Publicly Owned Treatment Work (POTW), and Waters of the United States from toxic discharges. Monitor and track 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 Enforcement Response Plan, and EPA guidelines. Support development and implementation of the Enforcement Response Plan and Response Guide.
- Conduct inspections; categorize industries; issue permits; Review and evaluate periodic compliance reports to identify exceedances of Federal Daily Max, Federal Monthly Average, Local Limits, and determine Significant Non-Compliance (SNC); initiates and conduct necessary enforcement activities including issuing Notices of Violation (NOVs), fines and compliance schedules, and holding enforcement hearings; and suggest strategies to improve compliance rates.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; optimize organizational structure and staffing levels by monitoring effectiveness of work, reviewing business practices and performance metrics; recommends, appropriate service and staffing levels.
- Plan, organize, control, integrate and evaluate the work of the source control section; with staff, develop, implement and monitor work plans to achieve goals and objectives; contribute to the development of and monitor performance against the annual source control budget; supervise and participate in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; identifies section training needs.
- Establish performance requirements; regularly monitor performance and provide coaching for performance improvement and development; prepare and review performance evaluations; make recommendations for compensation to recognize performance, subject to management concurrence; take disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the Authority's personnel rules and policies.
- Oversee technology tools and information management systems to store, analyze and interpret data. Understand and prepare data visuals 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.
- Prepare Annual Pretreatment Report and other compliance documents per EPA and NPDES permit requirements. Prepares and presents oral reports as directed.
- Explain 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. Communicate group participation in Public Education and Outreach projects

and events.

- Take a lead role in industrial response activities including investigation of discharge impacts on treatment plant operations; identify suspect industries; participate in trunk line surveys to quantify pollutants and develop technically based local limits.
- Keep current with local, state and federal regulations and their impact on the Authority's Source Control Program; works with regulating agencies such as EPA, State Water Resources Control Board and Regional Water Quality Control Board to implement suggestions to improve program performance and ensure compliance.
- Provide technical support to the Authority by analyzing, interpreting, and presenting information and data to ensure the timely and competent resolution of source control related problems.

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.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

Knowledge of:

- industrial pretreatment procedures, programs, and safety regulations;
- federal categorical pretreatment standards, pretreatment systems and manufacturing processes;
- effects of industrial wastewater on the sewerage system, on sewerage system personnel, and on treatment plant processes;
- regulatory permits and program requirements governing ocean discharges, water reclamation, storm water discharges, and on landfill and resource recovery operations;
- laboratory procedures used to identify and measure pollutants of concern; and
- sampling procedures, chain of custody procedures, preservation techniques, and holding times for a variety of analytical methods.

Ability to:

- Demonstrate management skills including planning, organizing, staffing, directing, controlling, and budgeting;
- supervise, train, and develop staff;
- analyze technical data and reports, review documents for completeness and accuracy, and exercise sound judgment to determine compliance with existing laws and regulations;
- initiate and complete extensive and thorough industry related enforcement actions;
- perform conventional quality assurance, quality control (QA/QC) procedures that will ensure data integrity such that it remains defensible in a court of law;
- review compliance data to determine industrial user violation status;
- operate a personal computer for data processing, spreadsheet preparation and word processing;
- prepare and maintain clear and concise records, reports, correspondence and other written materials;

- operate Authority vehicles in accordance with EWA Vehicle Use Policy.
- maintain effective working relationships with staff and others encountered in the course of work;
and

exercise independent judgment and initiative within general policy guidelines.

EDUCATION REQUIREMENT: A Bachelor's Degree in natural or environmental science, engineering, or a closely related field from an accredited college or university.

EXPERIENCE REQUIREMENT: Six (6) years of increasingly responsible experience in the Source Control field, including three (3) years at a supervisory or management level.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under the agency's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes a possible cause for termination.

CERTIFICATION REQUIREMENT: Possession of a Grade IV California Water Environment Association (CWEA) Environmental Compliance Inspector certificate is required.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

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

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: While performing the duties of the job, the employee is frequently exposed to toxic or hazardous chemicals. The noise level in the work environment is usually moderately quiet.

QUALIFICATIONS: Ability to pass agency pre-employment physical examination; possession of a good driving record and the ability to be insured by the Agency'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.