

CITY OF TACOMA
CLASSIFICATION SPECIFICATION
SOURCE CONTROL REPRESENTATIVE, SENIOR
CLASS NUMBER: proposed

DEFINITION:

Performs and leads various technical and complex public contact work related to the, coordination and resolution of various mandated programs to assure compliance with Federal, State and local laws and regulations regarding surface water and wastewater treatment, disposal and management. Resolves complex customer service problems and complaints; issue wastewater discharge permits and prepares related records and reports; draft and develop best management practices (BMP) and policies.

Distinguishing Characteristics

Positions in this classification are distinguished by assignment and performance of lead elements including providing work direction to others. Handles more complex and technical permits and assignments. Within established guidelines, independently organizes, prioritizes, and initiates work activities for source control inspector groups, special projects and assignments.

ESSENTIAL DUTIES:

- Function as a designated lead providing work direction and mentoring.
- Identify and inspect local industries and multi-family properties subject to Federal, State and local surface water and wastewater discharge regulations; evaluate discharge sampling analysis, issue wastewater discharge permits, review and comment on treatment facility installations and monitor industries to assure compliance with applicable wastewater discharge regulations; NPDES regulations and storm water Best Management Practices; initiate enforcement action as required.
- Recommend program changes to meet changing permit conditions with federal, state and local laws, rules and regulations.
- Assure commercial, industrial, and residential users are charged the appropriate Wastewater Management user charge for treatment of effluent discharge; review sampling and testing reports and establish appropriate charges; update computer billing system records to assure proper billing; notify users of unusual wastewater characteristics and assist in determining corrective action as necessary.
- Provide information to customers regarding wastewater and surface water management utility charges; notify users of rate updates as necessary.
- Respond to, investigate, document, and provide technical assistance to other governmental agencies with the containment and clean-up activities following pollution spills. Bill appropriate responsible party accordingly.
- Review commercial plans, engineering reports, proposed plans and specifications for wastewater treatment and oil removal systems; issue approvals as appropriate.

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- Investigate and adjust damage claims resulting from sewer back-ups, storms and surface water flooding and other sewer-related problems.
- Participate in special projects as required.
- Contact or communicate with various departments, governmental agencies and outside organizations and agencies and general public to coordinate activities and to provide and receive information or services as required.
- Prepare and maintain a variety of departmental files, records and reports to assure efficient operation.
- Provide work direction to employees as assigned.
- Operate a variety of equipment, tools and machinery in the routine performance of duties.
- Work safely and cooperatively with coworkers and the public.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Principles and terminology regarding wastewater treatment and transmission.

Principles and terminology regarding surface water management

Claims adjusting.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of a computer terminal.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Federal, State and local codes, regulations, laws, procedures and ordinances as applied to wastewater treatment and transmission and surface water management.

Technical aspects of field of specialty.

Basic research methods.

City organization, operations, policies and objectives.

Basic principles of chemistry.

Industrial and commercial inspection policies and procedures.

Microsoft office software.

Safety rules and regulations.

Perform technical work related to the investigation, coordination and resolution of various programs regarding wastewater management.

Provide work direction to others.

Operate a variety of equipment, tools and machinery.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain applicable codes, rules, regulations, policies and procedures.

Maintain records and prepare reports.

Issue discharge permits according to established guidelines.

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Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Resolve complex customer service problems and complaints.
Work independently.
Plan and organize work.

QUALIFICATIONS (TRAINING AND EDUCATION):

Bachelor degree and five years as a Source Control Representative. Experience may be substituted for education on a 2:1 basis.

LICENSING, CERTIFICATIONS AND OTHER LEGAL REQUIREMENTS:

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

- Valid Washington Driver's License at time of appointment with maintenance thereafter.
- Must obtain a 24-hour HAZWOPER certificate prior to completion of probation and maintain it thereafter.
- Individuals may have to pass a background check depending upon assignment.

CLASS HISTORY INFORMATION:

Adopted:
Revised:
Civil Service Status: Yes
EEO Category: 3
Medical Group: 1
Job Group: 18
Union: 17
Overtime Category: A
SOC: 874-51-9061

Approved by: _____
Joy St Germain, HR Director

Date: _____