

# Source Control Representative

Class Code:  
0625

OF  
Revision Date: Sep 12, 2008

## SALARY RANGE

\$30.09 - \$36.58 Hourly  
\$2,407.20 - \$2,926.40 Biweekly  
\$5,215.60 - \$6,340.53 Monthly  
\$62,587.20 - \$76,086.40 Annually

### CLASS SUMMARY DEFINITION:

#### THE CLASSIFICATION

Performs various technical and complex public contact work related to the investigation, 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. Resolve complex customer service problems and complaints; issue wastewater discharge permits and prepare related records and reports.

### ESSENTIAL DUTIES:

Identify and inspect local industries subject to Federal, State and local surface water and wastewater discharge regulations; evaluate discharge sampling analysis, issue wastewater discharge permits and monitor industries to assure compliance with applicable wastewater discharge regulations; NPDES regulations and storm water Best Management Practices; initiate enforcement action as required.

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.

Investigate the source or sources of toxic or non-compatible discharges to the surface water and wastewater sewer systems; contact the responsible industry(s) and provide technical assistance to determine alternative waste disposal practices; monitor and record types of waste disposed of at the central wastewater treatment plant.

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.

Investigate 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.

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:**

- Principles and terminology regarding wastewater treatment and transmission.
- Principles and terminology regarding surface water management
- 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.
- 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.
- 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.
- 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:**

An equivalent combination to: graduation from high school supplemented by college-level course work in business, science or engineering and two years' experience in an environmental, scientific or ecological field, investigating and resolving customer concerns.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

- Valid Washington Driver's License at time of appointment with maintenance thereafter.
- Must obtain a 40-hour HAZWOPER certificate prior to completion of probation and maintain it thereafter.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

- Office and outdoors environment; driving to various sites.
- May require working in a confined space.
- An employee in this position may be subject to hazardous conditions.
- Must lift and replace manhole covers with a tool.

**CLASS SPEC DATA:**

