CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Pollution Prevention Technician**	**UNION:1937**
		SG:110/111
CLASS TITLE:	**Natural Resources Program Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Public Works, Natural Resources**	**EEO4CODE:TE**

JOB SUMMARY:

Performs a variety of technical and field work to reduce or eliminate hazardous waste and pollutants via pollution prevention and source control activities. Schedules, plans, prioritizes and implements tasks associated with various pollution prevention programs each with annual inspection and site visit targets. Assists businesses and organizations that may have potential to pollute surface and storm water by conducting multimedia source control visits. Researches and provides information on pollution prevention activities to comply with local, state and federal regulations. Provides technical assistance on proper management of dangerous waste, prevention of stormwater pollution, spill prevention and reduction of hazardous substance use. Supports the City's industrial pretreatment regulatory program through the performance of Significant Industrial User (SIU) evaluations and wastewater compliance inspections. Researches relevant topics and regulations; coordinates directly with small businesses and industrial users; provides technical and regulatory assistance; prepares information for public consumption and assists businesses through a process of recommending Best Management Practices (BMPs) and corrective actions to control, reduce, or eliminate pollutants.

SUPERVISORY RELATIONSHIPS:

Reports to the Storm and Surface Water Manager who assigns, reviews and supports work and provides leadership as needed. Work is performed under general supervision and the guidance of applicable local, state and federal regulations, policies, guidelines and environmental standards. The Washington State Department of Ecology in partnership with the City of Bellingham sets work objectives and goals. Provides technical guidance and training to lower classified staff, pollution prevention groups and source control groups as directed.

ESSENTIAL FUNCTIONS:

1. Researches and applies federal, state and local regulations and BMP's related to solid waste, dangerous and hazardous waste, industrial wastewater and stormwater. Creates and completes inspection criteria for business sectors and industrial users through the research of specific business practices.

2. Plans, coordinates, and conducts business inspections with the general intent to identify, inform and assist the business by providing technical support in regards to pollution prevention, source control BMPs, related recordkeeping, waste manifest tracking, and compliance with federal, state, and local regulations.

3. Supports the City's industrial pretreatment program. Assists with the review of industrial user permit applications and existing permits to guide research and SIU evaluation and inspection activities. Works with Subject Matter Experts (SMEs) to research local, state and federal regulations applicable to specific industry. Conducts on-site SIU evaluations to verify information provided by permittee and review industrial user processes. Plans, coordinates and conducts industrial user inspections to assess compliance with issued industrial wastewater permits, discharge authorizations and City sewer use ordinances. Reports suspected violations to supervisor and SMEs for review.

4. Responds to inquiries, complaints, or requests for information from other departments, agencies, and the general public, providing information and/or technical assistance within the scope of knowledge or authority, or referring to the appropriate agency or department.

5. Researches, develops, compiles data, prepares and maintains various records, logs, checklists, site visit and inspection reports, discharge authorization letters, monthly reports and maps relating to assigned duties; maintains and updates computerized records.

6. Responds to stormwater complaints and violations submitted through the Stormwater Hotline and the Department of Ecology's Emergency Response Tracking System (ERTS). Provides guidance and recommends a course of action to the responsible party regarding spill cleanup, incident response, and pollution prevention. Records incidents, maintains the City's Incident response database and submits reports to the Department of Ecology.

7. Provides support in the development of pollution prevention contracts as requested, including compiling contract materials and suggesting unique program elements. Implements, monitors and tracks compliance with contract requirements including compiling inspection data to prepare quarterly and annual reports for approval.

8. Under direction from the Storm and Surface Water Manager, works with City legal and code enforcement staff by providing documentation for code compliance and litigation of infractions. May require testimony on the City's behalf.

9. Provides training to lower classified Natural Resources Program Technician staff, pollution prevention groups and source control group(s) on specific industry and business sectors as directed.

ADDITIONAL WORK PERFORMED:

1. Assists the Storm and Surface Water Manager in performing other related duties within the scope of this classification as assigned.

2. Maintains databases and records for compliance with the City's National Pollution Discharge Elimination Systems Phase II Municipal Stormwater Permit and for other purposes.

3. Performs water quality sampling and monitoring as assigned using standard laboratory methods, standards and practices.

4. May represent the Natural Resources Division on various City committees or activities as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of:
- Intermediate knowledge of environmental regulations, policies, best management practices, and methods and standards related to area of assignment.
- Intermediate knowledge of pollution, stormwater runoff, and toxic impacts to the environment.
- Intermediate knowledge of industrial wastewater generation, federal effluent guidelines and wastewater pretreatment measures.

Skills:
- Excellent communication skills to communicate regulatory requirements to small business owners, industrial users, contractors, developers, and the general public.
- Written communication skills to write reports, business letters and create informational materials.
- Effective problem-solving skills
- The use of computer software for producing educational materials, records, logs and maps.

Ability to:
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships and provide technical assistance relating to pollution prevention with other employees, engineers, small business owners, contractors, developers and the general public.
- Operate and maintain an effective computerized records management system.
- Follow oral and written instructions and work independently with minimal supervision.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Frequently operate a motor vehicle;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone and fax machine;
  - Frequently walk on slippery or uneven surfaces;
  - Infrequently move up to 50 pounds (such as manhole covers and stormwater grates);
  - Frequently stoop, bend, squat, crawl, and move in close spaces.

WORKING ENVIRONMENT:

Work is performed in an office setting, outdoors and in businesses throughout the community, exposing employee to inclement weather, noise, fumes, construction environments, slippery or

uneven surfaces and traffic hazards. Moves throughout City facilities and worksite locations. Employees are required to use appropriate safety equipment and follow standard safety practices. This position is subject to moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelors of Science degree in biology, chemistry, environmental science, natural resource management or related discipline, OR
- A High School Diploma OR General Equivalency Diploma (GED), AND
- A minimum of four years of experience in a related Natural Resources program area.
- Experience in reading, interpreting and applying regulations required.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and abilities to successfully perform the essential functions of the job will be considered.
- Experience working with external agencies, citizens and business owners preferred.
- Experience in the application of hazardous waste and stormwater regulations preferred.
- Experience in field inspection preferred.
- Training and knowledge of Department of Ecology stormwater BMP's preferred.
- National Pollution Discharge and Elimination System (NPDES) Phase II compliance training and knowledge preferred.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at the time of hire.
- Hazardous Waste Operations and Emergency Response Standards (HazWoper) training and certification is required to be obtained within 6-months of employment and maintained throughout employment.

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