Bargaining Unit: MS FLSA: Covered Position No.: 05648

NPDES COORDINATOR (National Pollutant Discharge Elimination System)

DEFINITION

Under direction, plan, develop, analyze, coordinate, implement and conduct water quality control programs in compliance with established federal and state regulatory standards and permit requirements. Perform inspections, sampling, monitoring, coordination and enforcement activities related to compliance with the Clean Water Act (CWA), including the National Pollutant Discharge Elimination System (NPDES) and Storm Water program; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level position in the City's wastewater division. It is distinguished from other classifications in the division by the level of experience and proficiency required to develop, implement, and maintain environmental compliance programs, to facilitate intradepartmental, interdepartmental, and inter-agency program elements, and to conduct outreach and public education efforts. Routine duties are performed according to established regulations, procedures and guidelines. The individual in this job class will perform a full range of professional water quality program functions. As experience and proficiency are gained, assignments become more varied and difficult and tasks are performed more independently, while level of supervision decreases accordingly.

REPORTS TO

Laboratory/Environmental Control Supervisor and Public Works Manager-Wastewater.

CLASSIFICATIONS SUPERVISED

This is not a supervisory position.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Maintain and monitor the performance of the City's NPDES Program in meeting State requirements of the NPDES permit; interprets and disseminates information on new regulations related to the NPDES; assists in implementing new features of the Program as required by new regulations.

Ensures all NPDES related sampling is completed according to State requirements. Compile data, reports, forms and information required to submit to the State and other agencies. Prepare, maintain and disseminate as approved.

Assists in reviewing water quality management plans and storm water pollution prevention plan; investigates complaints regarding program violations.

Performs inspections of drainage systems and storm water runoff; prepares and issues violation notices; conducts follow-up abatement procedures.

Works with environmental agencies, county health services and other local government agencies.

Assists in the investigation of illegal dumping in creeks and storm drains, and illegal discharges.

Responds to complaints and requests for information.

Coordinates public education and community activities related to program.

Assists in the inspection of businesses for storm water and materialshandling procedures for compliance with NPDES regulations.

Assists in monitoring construction activities for compliance with the NPDES program permit requirements.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES CONTINUED

Follows up on enforcement actions, which include deadlines and compliance with codes and regulations.

Participates in presentations before the business community and local schools to promote the educational efforts of the NPDES Program.

Learns and observes appropriate safety precautions, rules, regulations and practices.

TYPICAL PHYSICAL REQUIREMENTS

Occasionally sit; frequently stand, walk, stoop, kneel, and crouch; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of a variety of environmental testing equipment; use of a personal computer, office equipment, and telephone.

TYPICAL WORKING CONDITIONS

Work is performed both inside and outside in varying temperatures and weather conditions; exposure to hazardous materials, gasses, and fumes; exposure to electrical current; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

Laws, rules, regulations, and requirements governing wastewater discharge, pollutants, and environmental control testing and reporting.

Principles and practices of wastewater treatment and industrial pretreatment.

Physical, chemical, microbiological, and bacteriological tests applied to water and wastewater.

<u>DESIRABLE QUALIFICATIONS CONTINUED</u> Knowledge of (continued):

Basic knowledge of stream biology and storm water pollution regulations.

Safety hazards and precautions applicable to work assignments.

Operation of a personal computer.

Ability to:

Effectively organize large volume of reports, documents and information.

Exercise independent judgment in carrying out projects and daily activities with minimum supervision.

Accurately observe situations, document, and report observations.

Prepare clear, concise and accurate reports; prepare and maintain a variety of detailed and accurate reports and records; documentation and files.

Understand and apply Federal, State, and local codes and regulation pertaining to the NPDES (National Pollutant Discharge Elimination System) Program.

Communicate effectively, orally, and in writing; meet deadlines and effectively schedule work activities.

Establish and maintain cooperative relationships with those contacted in the course of work by effectively interacting with the business community, government officials, and the general public.

Utilize personal computers and applicable computer software/programs, including Word and Excel.

Learn and comply with all appropriate safety precautions and practices.

DESIRABLE QUALIFICATIONS CONTINUED

<u>Training and Experience:</u> Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be through:

Experience: Four (4) years experience in the water pollution control field including two (2) years of administrative experience related to NPDES permit compliance, monitoring, and reporting. Experience performing work related to storm water management, NPDES storm water permit compliance/inspection or closely related experience.

Education: Four- (4-) year college degree in environmental engineering, environmental science, stream biology or appropriate scientific field and two (2) years work experience; or

Sufficient education, training and experience to demonstrate the knowledge, skills, and abilities listed above. These would normally be acquired by the completion of the requirements for graduation from an accredited college or university with coursework in biology, chemistry, microbiology or a related field and six years of experience in a wastewater treatment or an equivalent combination of education and experience; or

Equivalent to graduation from high school and the completion of collegelevel coursework in chemistry, biology, wastewater treatment or a related field and six years of experience in environmental compliance, wastewater treatment or laboratory analysis.

Special Requirements:

Possession of an appropriate California Driver's License.

Possession of, or ability to obtain, appropriate certifications designated by the City of Merced.

<u>DESIRABLE QUALIFICATIONS CONTINUED</u> <u>Special Requirements (Continued):</u>

Possession of, or ability to obtain, a California Regional Water Quality Control Board Wastewater Treatment Plant Operator certificate, grade II or above.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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DATE: May 9, 2005

APPROVED:

Chairperson, Personnel Board