



**SEPTEMBER 2014
FLSA: EXEMPT**

SOURCE CONTROL SUPERVISOR

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.

DEFINITION

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for providing industrial monitoring, inspection, and sampling services, and activities involved in the enforcement of the District's Wastewater Ordinances; ensures work quality and adherence to established policies and procedures; performs the most technical and complex tasks relative to assigned area of responsibility; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises direct and general supervision over assigned professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class within the NPDES source inspection division that exercises independent judgment on diverse and specialized functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day source control program administration and is responsible for providing professional-level support to management in a variety of areas. This class is distinguished from the Manager in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of resources within the department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for industrial monitoring, inspection, and sampling services and activities involved in the enforcement of the District's Wastewater Ordinances and applicable sections of the Clean Water Act.
- Provides leadership, guidance, and training to less experienced staff; promotes individual growth and development in the performance of work assignments in the areas of responsibility.
- Establishes schedules and methods for providing field inspection and support services and activities; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures for sampling, inspection, and enforcement of District requirements; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.

- Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
- Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of assigned program budget; submits budget recommendations; monitors expenditures.
- Oversees the notification to industries regarding their industrial compliance status; reviews analytical results and industrial discharge limits; prepares and submits notices of violation, and other documents to industries containing sampling results.
- Plans, coordinates, and oversees efforts to anticipate and prevent threats to the District's treatment plants from toxic or hazardous wastewater discharges from point and non-point sources that might impact public health and safety, the operation of the treatment plants and Groundwater Replenishment System, the NPDES permit discharge, or the District's ability to reclaim water or biosolids.
- Participates in project development that involves source control staff in NPDES, biosolids, water reclamation, collection systems, air quality/odors, inter-agency, and non-industrial source control programs.
- Oversees and participates in the maintenance of accurate and complete records on permit and enforcement actions; oversees the implementation of quality assurance/quality control (QA/QC) for sampling and inspection activities.
- Oversees the Waste Hauler Program, including developing policies and procedures, overseeing permit requirements, developing annual reports, and directing investigations of suspected illegal activities.
- Attends or delegates staff attendance at multi-agency Strike Force meetings.
- Serves as liaison between the District and industry representatives and regulatory agencies on non-compliance, discharge, and joint enforcement issues and activities; interfaces with the general public on pretreatment program requirements, jurisdictional authority, and related issues.
- Plans, coordinates and oversees investigative efforts including, but not limited to the strategic sampling of the District's trunklines and industrial facility downstream projects.
- Coordinates and participates in interdepartmental projects to fulfill pretreatment program requirements (such as local limits studies) and identify, analyze, and resolve wastewater problems.
- Coordinates with other source control groups to implement the District's federally mandated Industrial Waste Survey (IWS) Program, and assigns IWS inspection tasks to staff.
- Oversees the Inspection Data Report (IDR) system, including system development, troubleshooting, processing forms and notices of violation, and ensuring quality assurance of reports.
- Participates in audits of the pretreatment program by outside auditors and implements corrective actions to address deficiencies.
- Ensures that all established safety procedures are followed and that all required safety equipment is available and utilized.
- Performs the most technical and complex tasks of the work unit.
- Supervises and participates in the generation and preparation of analytical and statistical reports, memorandums, and correspondence related to industrial monitoring, source control, and enforcement; supervises the preparation of reports needed to monitor the District's compliance with Federal, State, and local permit requirements.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of source control, waste management, environmental protection, and related fields; researches emerging products and enhancements and their applicability to District needs.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques of conflict resolution and negotiation.
- Principles and applications of critical thinking and analysis.
- Principles, practices, operations, services, and activities of comprehensive industrial monitoring, source control, and enforcement program development, implementation, and management.
- Modern and complex principles and practices of sampling, inspection, and enforcement.
- Chemical, physical, and bacteriological characteristics of wastewater.
- Wastewater sampling and monitoring equipment and techniques.
- Industrial and commercial processes and current pretreatment methods.
- Effective techniques for dealing with the public and with customer complaints.
- Basic principles and practices of budget development, administration, and accountability.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, Enforcement Response Plan (ERP) and policies and procedures relevant to assigned area of responsibility, including inspection, sampling, enforcement, and reporting.
- Principles and procedures of record-keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- Apply critical thinking and analysis to a broad range of situations.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Effectively communicate, negotiate and influence behavior at all levels both internally and externally.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use critical thinking techniques and advanced methods in reaching decisions.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Oversee administration of industrial monitoring, source control, and enforcement programs.
- Operate wastewater sampling and monitoring equipment.
- Maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in chemistry, biology, science, or a related field; AND,
2. Six (6) years of increasingly responsible experience in a wastewater management or environmental protection program, including two (2) years of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid CWEA Environmental Compliance Inspector Grade III Certification

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District, meeting, and inspection sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary access points; vision to read printed materials and a computer screen and make inspections; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field operations classification; frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and sampling equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors but are occasionally exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.