



USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

JOB TITLE:	Environmental Services Director
DEPARTMENT:	Environmental Services
EMPLOYER:	Vallejo Sanitation and Flood Control District 450 Ryder Street, Vallejo, California 94590
DATE PREPARED:	6/9/2004
WORK SCHEDULE/HOURS:	9/80 work schedule; 8 to 9 hours per shift, 4-5 days per week
EMPLOYEE:	
D/I:	
CLAIM NUMBER:	

Employer's Business: The employer, Vallejo Sanitation and Flood Control District, is a government agency responsible for the collection and treatment of wastewater from the sanitary sewer system and the protection from storm water.

Job Functions

Overview:

This is a management position. Under general direction of the District Manager, this position manages and supervises the activities of the Laboratory, Pollution Control, and Community Outreach departments. This position completes reports, evaluates employees, coordinates day to day activities, as needed completes field investigations, attends and coordinates meetings, plans, directs and oversees the department, completes a variety of activities including budgeting, completing reports, determines priorities, provides long range planning for departments, and approves purchasing.

This position interprets and implements codes and regulations concerning wastewater and storm water discharges. Certifies the results of laboratory analyses and methods employed by the Laboratory. This position is also responsible for directing the Beneficial Sludge Utilization programs and assuring that the proper resources are dedicated for efficient operation of compliance with the District's NPDES permit requirements for wastewater treatment plant performance, industrial pretreatment, storm water pollution control and beneficial sludge utilization; conducts research, compiles information and prepared reports and correspondence concerning NPDES compliance to regulating agencies.

Manages the land application project including activities involving the tenant, farmer, Sonoma County and other agencies, represents the district in managing the Reclamation District activities to assure safety and integrity of the roads, ditches, pump stations and levee systems, reviews studies, evaluates personnel, implements method improvements, performs record keeping activities, etc. and performs other related duties as assigned.

Essential Functions:

- The employee manages and supervises the activities of the Laboratory and Pollution Control Department including the activities of the Community Outreach Specialist.
- The employee certifies the results of laboratory analysis and field activities to the Director of Plant Operations and Facilities Maintenance.
- The employee insures the proper implementation of the Laboratory Quality Assurance/Quality Control program and operations, the Industrial Pretreatment, Storm Water Pollution Control and Beneficial Sludge Utilization programs.
- The employee compiles information, conducts research, prepares reports and may perform other related duties as assigned.
- The employee directs and implements related activities and programs as required.

- The employee determines compliance with NPDES permit requirements.
- The employee interprets and implements related codes and regulatory legislation.
- The employee supervises the scheduling and coordination of sample and data collection in the field.
- The employee assures reliable laboratory results.
- The employee utilizes a computer keyboard, mouse, and views a monitor to enter/retrieve information including e-mail correspondence, completing reports, researching and other related tasks.
- The employee utilizes a writing utensil to complete notes during meetings and paperwork including reports.
- The employee utilizes a telephone handset to make or retrieve phone calls, as needed. This includes utilizing the handset and when making calls pressing 7 to 10 buttons to make a call.
- The employee visits field sites to perform inspections.
- The employee operates a district vehicle equipped with an automatic transmission to travel to and from meetings. Includes ascending one step, maneuvering a steering wheel, pressing 2 foot pedals in conjunction with using a cushioned seat.
- The employee visits plant sites to perform inspections, includes ascending and descending stair flights to access plant locations.
- The employee works at a height adjustable work surface equipped with a computer.
- The employee performs other related duties as required.

Marginal Functions:

- The employee utilizes a copier to make copies, as needed. This entails opening the copier door in an upward/downward motion (exertion <5 lbs.), placing the paperwork on the copier and pressing a button to activate the copier. Alternatively, the employee places a stack of papers on a document holder and presses a button to activate.
- The employee retrieves and sets paperwork/files in and out of file cabinet drawers.
- The employee utilizes a fax machine, as needed. This includes setting individual papers in the fax machine, pressing 7 to 10 buttons to reach the desired telephone numbers and pressing a button to activate the fax.

Minimum Qualifications

EDUCATION & EXPERIENCE

- Graduation from a four year college course with a major in physical sciences and one (1) year of experience or the completion of college level courses equivalent to an A.S. degree and four (4) years of experience. Experience may be substituted for education on a two years of experience for one year of education basis up to a maximum of two years. Experience must be in a laboratory performing tasks similar to those described herein.

KNOWLEDGE, SKILLS & ABILITIES

- Understand and follow oral and written instructions
- Work with and supervise others to delegate and accept direction
- Ability to prepare clear, complete and technically accurate data summaries, correspondence and reports
- Knowledge of the codes and regulations pertaining to domestic and industrial wastewaters, storm waters, and solid waste handling
- Ability to enter data in a computer and have an intermediate understanding of computer operations
- Must be able to walk on uneven surfaces
- Must be able to work inclement weather
- Must be able to communicate with irate or difficult people
- Must be able to accept constructive criticism from supervisors, coworkers and subordinate employees

LICENSE(S)

- Possession of a California Water Environment Association Grade III Laboratory Analysis Certificate and a California Water Environment Association Grade I Environmental Compliance Inspector Certificate at the time the application is submitted
- Must possess a valid Class C California Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

Physical Demands

For the purpose of determining frequency of activity, this job analyst refers to an eight-hour workday.

STANDING	Frequency: Duration: Surfaces: Associated Tasks:	Less than ½ hour to 1 hour. Seconds to less than 10 minutes at a time. Carpet, tile, and as needed dirt, grass and gravel. Inspecting job sites, making presentations, communicating with coworkers, utilizing office equipment.
WALKING	Frequency: Duration: Surfaces: Associated Tasks:	Less than ½ hour to 1 hour. Seconds to less than 5 minutes at a time. Carpet, tile, and as needed dirt, grass and gravel. To and from plant sites, within buildings, offices.
SITTING	Frequency: Duration: Surfaces: Associated Tasks:	6 to 6.5 hours. The employee's station work surface is height adjustable. Less than ½ hour to 1 hour at a time. Cushioned vehicle or office chair. Working at a desk station, utilizing a computer, telephone, communicating with coworkers, office tasks, reading, writing, driving.
KNEELING/ CROUCHING/ SQUATTING	Frequency: Duration: Surfaces: Associated Tasks:	Less than 2 times. Seconds at a time. Tile, carpet. Retrieving or setting paperwork/files on and off lower areas including shelves.
CRAWLING	Frequency: Duration: Surfaces: Associated Tasks:	Not a job requirement.
LAYING ON BACK/STOMACH	Frequency: Duration: Surfaces: Associated Tasks:	Not a job requirement.
CLIMBING/ BALANCING	Frequency: Duration: Surfaces: Associated Tasks:	0 to 4 times. Seconds at a time. Stair steps. Ascending or descending stair steps to access a 2 nd floor, ascending or descending plant stair flights.

BENDING		
• Waist:	Frequency: Duration: Associated Tasks:	Alternated with squatting, employee preference.
• Head/Neck:	Frequency: Duration: Associated Tasks:	2 to 3 hours. Seconds at a time. Reading, writing, and aiding visually during normal body mechanics.
• Wrists:	Dominant Hand: Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less than 5 minutes at a time. Handling paperwork, office supplies, driving in conjunction with maneuvering a steering wheel and during normal body mechanics.

TWISTING/ROTATING		
• Waist:	Frequency: Duration: Associated Tasks:	Less than 5 minutes. Seconds at a time. Possibly while driving. The motion is center to the right back to center or center left back to center less than 10-degrees.
• Head/Neck:	Frequency: Duration: Associated Tasks:	Less than 1 hour. Seconds at a time. Driving a vehicle, aiding visually during normal body mechanics. The motion is from center to the right back to center or center to the left back to center up to 35-degrees.
• Wrists:	Dominant Hand: Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Not a job requirement.

UPPER EXTREMITY USE:	Dominant Hand: [indicate LEFT or RIGHT]
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REACHING		
<ul style="list-style-type: none"> • Primary Reach Zone: (elbows bent at waist level, hands in forward extension) 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	1 to 2 hours. Less than ½ hour. 0 1 to 1 ½ hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard and mouse to enter and retrieve data.
<ul style="list-style-type: none"> • Above Shoulder Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	0 to 2 times. 0 to 2 times. Alternated with dominant. Alternated with dominant. Seconds at a time. Retrieving or setting items on and off higher shelves.
<ul style="list-style-type: none"> • Between Waist and Shoulder Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less ½ hour at a time. Handling office supplies, paperwork, a telephone handset, radio, driving in conjunction with maneuvering a steering wheel.
<ul style="list-style-type: none"> • Below Waist Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Alternated with squatting.
PUSHING/ PULLING	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Less than 10 times. Less than 10 times. Alternated with dominant hand. Alternated with dominant hand. Seconds at a time. Opening or closing file cabinet drawers. Unilateral or bilateral hand use.

LIFTING/CARRYING		
<ul style="list-style-type: none"> • 0 to 10 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Writing utensil, paperwork, office supplies, a telephone handset, radio. 3 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. 0 to less than 50 feet. Ground to shoulder level. Utilizing a writing utensil, handling paperwork, files, handling office supplies, a radio or a telephone handset.
<ul style="list-style-type: none"> • 11 to 25 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	File box, pamphlet box. 2 to 3 times per week. 0 0 2 to 3 times per week. Less than 10'. Ground to waist level Retrieving and relocating a file box.
<ul style="list-style-type: none"> • 26 to 50 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	File box, pamphlet box. 2 to 3 times per week. 0 0 2 to 3 times per week. Less than 10'. Ground to waist level Retrieving and relocating a file box.
<ul style="list-style-type: none"> • 51 to 75 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 75 to 100 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 100+ lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.

HAND DEMANDS		
<ul style="list-style-type: none"> • Simple Grasping 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	3 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork, a telephone handset or radio.
<ul style="list-style-type: none"> • Power Grasping 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	5 to 6 times per week. 0 0 5 to 6 times per week. Seconds at a time. Retrieving and relocating a file box/pamphlet box.
<ul style="list-style-type: none"> • Fine Manipulation 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	1 to 2 hours. ½ to 1 hour. 0 ½ to 1 hour. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard, pointing device, writing utensil, pressing telephone buttons to make outgoing calls.

SPECIAL ENVIRONMENT	<ul style="list-style-type: none"> • Indoors, office setting; climate controlled • Outdoors, all weather conditions, as needed.
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MACHINES/TOOLS	<ul style="list-style-type: none"> • District vehicle • Mouse • Writing utensil • Fax machine • Computer keyboard • Copy machine • Monitor
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ADDITIONAL REQUIREMENTS: Depending on the exposure, may be required during an inspection to wear head, eye or hearing protection.

Note: The following are not physical requirements of this job: crawling, laying on back/stomach, twisting wrist.

EMPLOYER COMMENTS:

This Job Analysis accurately represents the duties of an Environmental Services Director the best of my knowledge.

EMPLOYER CONTACT NAME:

EMPLOYER SIGNATURE:

DATE:

EMPLOYEE COMMENTS:

This Job Analysis accurately represents the duties of an Environmental Services Director to the best of my knowledge. I understand that I cannot add hours to the physical demands breakdown if the total would then be greater than the number of hours in an average workday.

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE: