



USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

JOB TITLE:	Environmental Specialist
DEPARTMENT:	Environmental Services
EMPLOYER:	Vallejo Sanitation and Flood Control District 450 Ryder Street, Vallejo, California 94590
DATE PREPARED:	1/15/2004
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:

Under the general supervision of the Environmental Services Director, the Environmental Specialist assists in the implementation of State and Federally mandated programs for wastewater and stormwater. Persons assigned to this position assist in the daily management and supervision of the Laboratory and Pollution Control Departments, and may assume the responsibilities of the Environmental Services Director in his/her absence. The Environmental Specialist is responsible for generating reports and correspondence related to work performed by the Environmental Services Division. Persons in this position are responsible for performing other related work as required.

Essential Functions:

- The employee ensures that all monitoring required by NPDES permits, special studies or other regulatory requirements are conducted properly and in accordance with the appropriate regulatory requirements.
- The employee is responsible for the implementation of a comprehensive quality assurance/quality control program for all laboratory testing and sampling conducted by the District.
- The employee assists in the interpretation and implementation of codes and regulations concerning wastewater and urban runoff.
- The employee is responsible for identifying and following the status of new and proposed regulations that could affect the District; this includes attending meetings, workshops and hearings to keep abreast of important dates and requirements that may affect the District.
- The employee is responsible for the preparation of reports and correspondence to ensure or demonstrate compliance with regulatory requirements, submitting information in both hardcopy and electronic format.
- The employee is responsible for preparing and submitting reports, applications, and correspondence for certification of the Laboratory by the State Environmental Laboratory Accreditation Program..
- The employee is responsible for coordinating the operations of the Tubbs Island Biosolids Project; this includes maintaining an accurate inventory of the Biosolids produced and hauled to Tubbs Island, determining agronomical Biosolids application rates, coordinating with the contract farmer and submitting reports to Federal, State and Local agencies.

- The employee works closely with the Laboratory and Pollution Control Departments to assure that ongoing projects and programs continue to run effectively.
- The employee develops and implements related programs by conducting research and defining requirements, objectives and SOPs.
- The employee is responsible for overseeing the storage, transportation and disposal of all hazardous wastes generated by the District.
- The employee assists in the daily management and supervision of the Laboratory and Pollution Control Departments.
- The employee reviews and compiles data collected in the laboratory and field.
- The employee performs miscellaneous duties as required.
- 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 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.

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 connect to 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 or biological sciences and five (5) years of experience or the completion of college level courses equivalent to an A.S. Degree and ten (10) years of experience. **Experience must be in the wastewater industry performing laboratory or source control related work.**

KNOWLEDGE, SKILLS & ABILITIES

- Persons in this position would need a variety of job skills including data entry and supervisory experience.
- Ability to understand and follow oral and written instructions
- Ability to work with and supervise others, to delegate and accept direction
- Ability to prepare clear, complete and technically data summaries, correspondence and reports
- Ability to interpret regulations and possess a strong background in water chemistry
- Ability to walk on uneven surfaces
- Ability to work in inclement weather
- Must be able to communicate with irate or difficult people
- Must be able to accept constructive criticism from supervisor, coworkers, and subordinate employees

LICENSE(S)

- Must possess California Water Environment Association (CWEA) certification as a Grade III Laboratory Technician at the time of employment.
- 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.
- CWEA certification as an Environmental Compliance Inspector is highly desirable but not required.

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, 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. 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 and 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 or pamphlet 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 or pamphlet 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 Specialist to the best of my knowledge.	
EMPLOYER CONTACT NAME:	
EMPLOYER SIGNATURE:	DATE:

EMPLOYEE COMMENTS:	
This Job Analysis accurately represents the duties of an Environmental Specialist 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: