



USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

JOB TITLE:	Pollution Control Specialist – Entry Level
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:

Under close general supervision, persons in this position perform a variety of tasks, primarily inspecting and monitoring industrial and commercial users for compliance with codes and laws regulating industrial/commercial and storm water discharges. As required, this classification, may perform tasks of the Pollution Control Specialist I.

Work in this class may require some independent judgment and initiative. Work is usually performed under the close supervision of a higher class until training is completed for the work assigned. This classification is intended to be an entry level position with major portions of the training being on the job.

Essential Functions:

- The employee assists in inspecting and monitoring industrial and commercial users for compliance with codes and laws regulating industrial/commercial and storm water discharges.
- The employee assists in writing and issuing of wastewater discharge permits to industrial/commercial dischargers.
- The employee assists in collecting routine samples and flow measurements from commercial and industrial dischargers, and the sanitary and storm sewer systems. Persons in this class may be required to enter manholes and other confined spaces to perform sampling and flow measuring tasks.
- The employee enters and retrieves information using a PC based computer network. Persons in this class may assist in the preparation of permits and reports.
- The employee assists in the operation and maintenance of all related equipment. A minor amount of mechanical skills are required to perform this objective.
- The employee assists in the implementation of the District's Public Information Program by conducting treatment plant tours and assisting at public events.
- The employee reports the results of daily activities of Pollution Control Specialist II.
- The employee utilizes a computer keyboard, mouse and views a monitor to enter or retrieve lab data, reports.

- The employee utilizes a writing utensil to complete paperwork including logs and reports.
- The employee, as needed, performs confined space entries to inspect. This includes working in a crew of 2 to 3 employees. Includes setting a tripod over an opening, wearing safety equipment and lowered with an automated winch and utilizing specialized testing equipment including a flow monitor device.
- The employee utilizes a metal hook to remove and replace manhole lids, approximately 2 manhole lids per month. The employee utilizes a light or mirror in conjunction with visually inspecting a manhole during an inspection. The employee inspects water flow, odors, cleanliness and estimates gallon flow per minute.
- The employee places approximately 50 placards per year at curbside locations. This includes removing an adhesive paper from its backing and applying to the curb.
- The employee sets wastewater samplers in and out of manholes or at ground level to retrieve samples, 12 times per year. May include setting a tripod over the manhole and utilizing a rope to lower the sampler. The employee utilizes a screwdriver to assemble/disassemble the sampler to clean. The employee fills the sample compartment with ice, includes utilizing a scoop to retrieve ice from an icemaker. Alternatively, the employee scoops and places ice in an ice chest.
- The employee retrieves creek water samples. Includes utilizing a pole with an 8 ounce container attachment, lowers into the creek to retrieve water sample. The sample is placed in an ice chest, transported and set in the District vehicle.
- The employee maintains a clean garage. Includes utilizing a broom and water hose to clean the floor. The employee washes four District vehicles one time per week includes utilizing a water hose to rinse the vehicle, a sponge/brush to scrub the vehicle frame, tires, etc. and cloth to dry.
- 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. This includes ascending one step, maneuvering a steering wheel, pressing 2 foot pedals in conjunction with using a cushioned seat. The employee travels to designated district and construction sites to perform visual inspections and assure pollution compliance.
- The employee travels to city hall approximately 6 times per year and delivers a pamphlet boxes.
- The employee, 1 time per year utilizes a shovel to unload a truck bed of soil, the employee transfers the soil from the truck bed to the ground.
- The employee coordinates and sets up for public educational events, includes loading/unloading pamphlet boxes, tables, a canopy, four concrete buckets to secure the canopy and other related items. The employee communicates with the public and distributes educational items including brochures and pamphlets.

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, as needed, in and out of file cabinet drawers.
- The employee utilizes a fax machine, as needed. This entails setting individual papers in the fax machine, pressing 7 to 10 buttons to obtain the desired telephone numbers and pressing a button to activate the fax.

Minimum Qualifications

EDUCATION & EXPERIENCE

- Completion of high school and completion of at least 2 college courses in physical or biological sciences or (1) year of experience in a job performing similar duties.

KNOWLEDGE, SKILLS & ABILITIES

- The ability to work well with others including the public is required.
- Persons in this class must be able to understand and follow oral and written instructions.
- Ability to write clear and concise summaries of field activities is preferred.
- Ability to walk on uneven surfaces
- Ability to wear a respirator
- Ability to enter and perform work in a confined space
- Ability to work in inclement weather
- Ability to communicate with irate or difficult people
- Ability to accept construction criticism from supervisors, coworkers and subordinate employees

LICENSE(S)

- Must possess a valid California Class C 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.
- Upon verification of certification as a Grade I Industrial Waste Inspector from the California Water Pollution Control Association and attainment of all other requirements, the employee shall be eligible for promotion to Pollution Control Specialist I.

WEIGHED ITEMS	<ul style="list-style-type: none"> • Ice chest with ice – 10 to 18 pounds • Empty sampler – 50 pounds - with ice and samples up to 65 pounds • Light – 5.5 pounds • 12’ sampling pole – 4 pounds • 24” manhole lid – 150 pounds • 36” manhole lid – 200 pounds • Manhole frame – 150 pounds
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Physical Demands

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

STANDING	<p>Frequency: Duration: Surfaces: Associated Tasks:</p>	<p>Less than 1 to 2 hours. Seconds to less than 5 minutes at a time. Concrete, tile, dirt, gravel, grass, all possible. Working in confined spaces, working at public educational events, utilizing a metal hook to remove or replace a manhole lid, setting placards at curb locations, retrieving or setting wastewater samplers, retrieving creek water samples, maintaining a clean garage or vehicles, shoveling dirt.</p>
WALKING	<p>Frequency: Duration: Surfaces: Associated Tasks:</p>	<p>1 to 3 hours. Seconds to less than 5 minutes at a time. Concrete, tile, dirt, gravel, grass, all possible. Within the building office, to and from field sites, shoveling dirt, relocating samples, washing vehicles.</p>
SITTING	<p>Frequency: Duration: Surfaces: Associated Tasks:</p>	<p>4 to 6 hours. Less than ½ hour at a time. Cushioned office chair or vehicle seat. Operating a vehicle to and from field sites, working at a desk station.</p>
KNEELING/ CROUCHING/ SQUATTING	<p>Frequency: Duration: Surfaces: Associated Tasks:</p>	<p>5 to 10 times. Seconds at a time. Concrete, tile, dirt, gravel, grass, all possible. Retrieving or setting items on and off lower shelves including files, setting placards on curbside locations, retrieving samples including creek samples, maintaining a clean garage or vehicle, working in confined spaces, shoveling dirt.</p>
CRAWLING	<p>Frequency: Duration: Surfaces: Associated Tasks:</p>	<p>0 to less than 5 minutes. Seconds to less than 5 minutes at a time. Concrete, dirt. Working in confined spaces.</p>
LAYING ON BACK/STOMACH	<p>Frequency: Duration: Surfaces: Associated Tasks:</p>	<p>Not a job requirement.</p>
CLIMBING/ BALANCING	<p>Frequency: Duration: Surfaces: Associated Tasks:</p>	<p>0 to 10 times. Seconds at a time. Stepstool. Utilizing a stepstool to retrieve or set items on and off higher shelves.</p>

BENDING		
• Waist:	Frequency: Duration: Associated Tasks:	Less than 5 to 15 minutes. Seconds to less than 2 minutes at a time. Setting placards on curbs, maintaining a clean garage or District vehicles, retrieving samples, setting the sampler, shoveling dirt. The motion is in a forward direction between 5 and 65-degrees.
• Head/Neck:	Frequency: Duration: Associated Tasks:	2 to 3 hours. Seconds to less than 5 minutes at a time. Aiding visually, reading, writing, retrieving samples, inspecting field sites, working in confined spaces.
• Wrists:	Dominant Hand: Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 3 hours. Less than 1 to 2 hours. Less than 1 hour. 1 to 2 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, utilizing a broom to sweep, a brush to clean District vehicles, retrieving samples, handling sample containers.

TWISTING/ROTATING		
• Waist:	Frequency: Duration: Associated Tasks:	Less than 5 minutes. Seconds at a time. During normal body mechanics, driving, working in confined spaces. The motion is center to the right back to center or center to the left back to center less than 20-degrees.
• Head/Neck:	Frequency: Duration: Associated Tasks:	1 to 2 hours. Seconds at a time. Aiding visually to perform described job duties, driving, working in confined spaces. The motion is center to the right back to center or center to the left back to center less than 45-degrees.
• Wrists:	Dominant Hand: Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Less than ½ hour. Less than 15 minutes. Less than 5 minutes. Less than 15 minutes. Seconds at a time. Handling containers to pour samples, utilizing a brush while cleaning District vehicles, utilizing a screwdriver to assemble/disassemble the sampler, shoveling dirt.

UPPER EXTREMITY USE: **Dominant Hand:** [indicate LEFT or RIGHT]

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. Up to 1 hour. 0 Up to 1 hour. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard, mouse to enter or retrieve data.
<ul style="list-style-type: none"> • Above Shoulder Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	0 to less than 10 times. 0 to less than 10 times. Alternated with dominant. Alternated with dominant. Seconds at a time. Retrieving or setting items/paperwork on and off higher shelves.
<ul style="list-style-type: none"> • Between Waist and Shoulder Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	5 to 6 hours. 1 to 2 hours. Less than 1 hour. 4 to 5 hours. Seconds to less than 15 minutes at a time. Utilizing a metal hook to remove or replace manhole lids, relocating a sampler, setting a sampler, maintaining a clean garage includes sweeping, utilizing a water hose to wash the floor, utilizing brushes or water hose to clean vehicles, operating District vehicle in conjunction with maneuvering a steering wheel, shoveling dirt.
<ul style="list-style-type: none"> • Below Waist Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	5 to 20 minutes. Less than 5 minutes. Less than 5 minutes. Less than 5 to 15 minutes. Seconds to less than 2 minutes at a time. Retrieving or setting items on and off lower shelves including files, setting placards on curbside locations, retrieving samples including creek samples, maintaining a clean garage or vehicles, shoveling dirt.
PUSHING/ PULLING	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Less than 5 minutes to ½ hour. Less than 5 to 15 minutes. Less than 5 minutes. Less than 5 minutes to ½ hour. Seconds to less than 5 minutes at a time. Relocating water hose while cleaning the garage or District vehicles, utilizing a brush to clean District vehicles, sweeping the garage floor, lowering or removing a sampler from the manhole, includes pulling a rope, utilizing a shovel to transfer dirt, utilizing a hook to remove or replace manhole lids.

LIFTING/CARRYING		
<ul style="list-style-type: none"> • 0 to 10 lbs. 	<p>Objects:</p> <p>Frequency</p> <p> Dominant:</p> <p> Non-Dominant:</p> <p> Bilateral:</p> <p>Distance:</p> <p>Height:</p> <p>Associated Tasks:</p>	<p>Writing utensil, telephone handset, office supplies, files, paperwork, metal hook, placards, sample containers, pole with an 8 ounce container attachment, ice chest, brushes, sponges, broom, shovel.</p> <p>4 to 5 hours.</p> <p> Less than 1 to 2 hours.</p> <p> Less than 1 hour.</p> <p> 3 to 4 hours.</p> <p>0 to less than 100 feet.</p> <p>Ground to shoulder or above.</p> <p>Utilizing a writing utensil to complete paperwork, utilizing a telephone handset, handling office supplies, retrieving samples, utilizing tools to clean vehicles.</p>
<ul style="list-style-type: none"> • 11 to 25 lbs. 	<p>Objects:</p> <p>Frequency</p> <p> Dominant:</p> <p> Non-Dominant:</p> <p> Bilateral:</p> <p>Distance:</p> <p>Height:</p> <p>Associated Tasks:</p>	<p>Ice chest with samples.</p> <p>0 to 10 times.</p> <p> 0</p> <p> 0</p> <p> 0 to 10 times.</p> <p>0 to less than 25 feet.</p> <p>Ground to waist level.</p> <p>Retrieving and relocating chest with samples.</p>
<ul style="list-style-type: none"> • 26 to 50 lbs. 	<p>Objects:</p> <p>Frequency</p> <p> Dominant:</p> <p> Non-Dominant:</p> <p> Bilateral:</p> <p>Distance:</p> <p>Height:</p> <p>Associated Tasks:</p>	<p>Empty sampler, boxes of paperwork (0 to 20 times, 1 time per year)</p> <p>2 times per month, 0 to 20 times 1 time per year during special projects.</p> <p> 0</p> <p> 0</p> <p> 2 times per month.</p> <p>0 to less than 10 feet.</p> <p>Ground to waist level.</p> <p>Retrieving and relocating an empty sampler, during a special project retrieves and relocates boxes of paperwork 0 to 20 times per year.</p>
<ul style="list-style-type: none"> • 51 to 75 lbs. 	<p>Objects:</p> <p>Frequency</p> <p> Dominant:</p> <p> Non-Dominant:</p> <p> Bilateral:</p> <p>Distance:</p> <p>Height:</p> <p>Associated Tasks:</p>	<p>Sampler with liquid samples and ice.</p> <p>2 to 4 times per month.</p> <p> 0</p> <p> 0</p> <p> 2 to 4 times per month.</p> <p>0 to less than 10 feet.</p> <p>Ground to waist level.</p> <p>Retrieving, relocating and positioning a sampler with liquid samples and ice.</p>
<ul style="list-style-type: none"> • 75 to 100 lbs. 	<p>Objects:</p> <p>Frequency</p> <p> Dominant:</p> <p> Non-Dominant:</p> <p> Bilateral:</p> <p>Distance:</p> <p>Height:</p> <p>Associated Tasks:</p>	<p>Not a job requirement.</p>

<ul style="list-style-type: none"> • 100+ lbs. 	<p>Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:</p>	<p>Manhole lid. 25 times per month. 0 0 25 times per month. 0 feet. Waist to waist level. Utilizes a metal hook to remove or replace manhole covers, includes partial lifting, pushing or pulling.</p>
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HAND DEMANDS		
<ul style="list-style-type: none"> • Simple Grasping 	<p>Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:</p>	<p>4 to 5 hours. 1 to 2 hours. Less than 1 hour. 3 to 4 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, utilizing a broom to sweep the floor, utilizing a water hose to rinse the garage floor, setting placards, handling sample containers.</p>
<ul style="list-style-type: none"> • Power Grasping 	<p>Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:</p>	<p>0 to less than ½ hour. 0 0 0 to less than ½ hour. Seconds at a time. Removing or replacing a manhole lid, relocating or setting a sample, ice chest with samples and ice, possibly while cleaning the vehicle including utilizing a brush.</p>
<ul style="list-style-type: none"> • Fine Manipulation 	<p>Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:</p>	<p>2 to 2 ½ hours. 1 to 1 ½ hours. Less than 15 minutes. 1 to 2 hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard, mouse, writing utensil to complete notes, paperwork, pressing telephone buttons to make outgoing calls, manipulating bolts, nuts, small parts while assembling and disassembling the sampler.</p>

SPECIAL ENVIRONMENT	<ul style="list-style-type: none"> • Indoors, vehicle cab, climate controlled • Outdoors, all weather conditions • Confined space entries
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| MACHINES/TOOLS | <ul style="list-style-type: none">• Metal hook• Sampler• Tripod• Sample retrieving pole with 8 ounce container attachment• Broom• Brushes• Screwdriver• District vehicle• Sponges• Fax machine• Copy machine• Writing utensil• Telephone• Shovel• Computer monitor, mouse and keyboard |
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ADDITIONAL REQUIREMENTS: Depending on the exposure, the employee is required to wear foot, hand, respiratory, eye, face, hearing, head, and fall protection equipment. For confined space entries the employee is required to wear a self-contained breathing apparatus and fall protection equipment.

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

EMPLOYER COMMENTS:	
This Job Analysis accurately represents the duties of a Pollution Control Specialist – Entry Level to the best of my knowledge.	
EMPLOYER CONTACT NAME:	
EMPLOYER SIGNATURE:	DATE:

EMPLOYEE COMMENTS:	
This Job Analysis accurately represents the duties of a Pollution Control Specialist – Entry Level 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: