



USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

JOB TITLE:	Pollution Control Specialist I
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; includes working 8 to 9 hours per shift, 4 to 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 general supervision of the Pollution Control Specialist Supervisor, the Pollution Control Specialist I inspects and monitors industrial and commercial users for compliance with codes and laws regulating industrial and commercial waste processes, procedures and equipment. Inspects the operations and maintenance and effectiveness of equipment used in the control and removal of industrial wastes. Operates, repairs and maintains sampling and flow measuring equipment; may assist in the preparation of reports and performs other related responsible work as required.

Essential Functions:

- The employee collects samples from commercial and industrial users, storm and sanitary sewers discretely or at the time of inspection.
- The employee inspects and gathers information for permitting commercial and industrial users.
- The employee cleans and maintains all related equipment.
- The employee reports the results of daily activities to Pollution Control Specialist Supervisor.
- The employee may assist in the preparation of NPDES and other related reports.
- The employee may perform miscellaneous duties as required.
- The employee utilizes a computer keyboard, mouse and views a monitor to enter or retrieve data including reports, permits, enforcement actions, e-mail correspondence and other related tasks.
- The employee utilizes a writing utensil to complete paperwork including logs and reports.
- The employee conducts field studies and obtains representative samples from the sanitary and storm water systems to determine pollutant content and reports to the Pollution Control Specialist Supervisor.
- The employee visits and inspects local commercial and industrial businesses including restaurants, auto body repair shops, etc. The employee collects routine samples, inspects equipment, as needed utilizes basic tools including ratchets and pliers to

remove covers or valves during an inspection. In addition, the employee removes grease tarps, utilizes a hook to remove vaults or manhole covers. The employee inspects grease bins and traps to assure compliance.

- The employee, as needed, ascends/descends a stationary vertical ladder to inspect a tank located at an industrial site, up to 6'.
- The employee performs water velocity tests, includes handling a specialized piece of equipment, sets in the water, holds and assesses a measurement.
- 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, as needed, performs confined space entries to inspect or perform manhole repairs. 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 sets wastewater samplers in and out of manholes or at ground level to retrieve samples, 8 times per quarter.. 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 operates a District pickup truck. 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.

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 college level courses in the physical or biological sciences field equivalent to an A.S. degree and two (2) years of experience. Experience may be substituted for education on a one (1) year of experience for one (1) year of education basis up to a minimum of one (1) year. Experience must be in a field performing tasks similar to those described herein.

KNOWLEDGE, SKILLS & ABILITIES

- Understand and follow oral and written instructions
- Work with others and accept direction
- Ability to work with the public and write clear and concise summaries of field activities
- 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.
- California Water Environment Association Certification as a Grade I Industrial Waste Inspector at the time of employment.

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
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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 1 to 2 hours. Seconds to less than 5 minutes at a time. Concrete, tile, dirt, gravel, grass, all possible. Inspecting commercial or industrial sites including restaurants and body shops, utilizing testing equipment. working in confined spaces, utilizing a metal hook to remove or replace a manhole lid, retrieving or setting wastewater samplers, retrieving creek water samples.
WALKING	Frequency: Duration: Surfaces: Associated Tasks:	Less than 1 to 5 hours. Seconds to less than 5 minutes at a time. Concrete, tile, dirt, gravel, grass, all possible. Inspecting commercial and industrial business, within the building office, to and from field sites, relocating samples.
SITTING	Frequency: Duration: Surfaces: Associated Tasks:	2 to 7 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.
KNEELING/ CROUCHING/ SQUATTING	Frequency: Duration: Surfaces: Associated Tasks:	2 to 10 times. Seconds at a time. Concrete, tile, dirt, gravel, grass, all possible. Inspecting grease traps, retrieving or setting items on and off lower shelves including files, retrieving samples including creek samples, working in confined spaces.
CRAWLING	Frequency: Duration: Surfaces: Associated Tasks:	0 to less than 5 minutes. Seconds to less than 5 minutes at a time. Concrete, dirt. Working in confined spaces.
LAYING ON BACK/STOMACH	Frequency: Duration: Surfaces: Associated Tasks:	Not a job requirement.
CLIMBING/ BALANCING	Frequency: Duration: Surfaces: Associated Tasks:	0 to 10 times. Seconds at a time. Stairs, stepstool, ladder steps. Ascending/descending stairs, utilizing a stepstool to retrieve or set items on and off higher shelves, ascending or descending a 6’ stepladder, a fixed vertical ladder and at an industrial facility ascending or descending up to 15’ tanks.

BENDING		
• Waist:	Frequency: Duration: Associated Tasks:	Less than 5 to 15 minutes. Seconds to less than 2 minutes at a time. Inspecting grease traps, retrieving samples, setting the sampler. 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, inspecting grease traps.
• 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, 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 screwdriver to assemble/disassemble the sampler.

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 5 hours. Less than ½ hour to 2 ½ hours. 0 Less than ½ hour to 2 ½ hours. 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, operating District vehicle in conjunction with maneuvering a steering wheel
<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, retrieving samples including creek samples.
PUSHING/ PULLING	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	0 to less than 10 minutes. 0 0 0 to less than 10 minutes. Seconds to less than 5 minutes at a time. Sweeping the garage floor, lowering or removing a sampler from the manhole, includes pulling a rope, utilizing a metal hook to remove or replace manhole lids.

LIFTING/CARRYING		
<ul style="list-style-type: none"> • 0 to 10 lbs. 	<p>Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:</p>	<p>Writing utensil, telephone handset, office supplies, files, paperwork, metal hook, sample containers, pole with an 8 ounce container attachment, ice chest, room. 4 to 5 hours. Less than 1 to 2 hours. Less than 1 hour. 3 to 4 hours. 0 to less than 100 feet. Ground to shoulder or above. Utilizing a writing utensil to complete paperwork, utilizing a telephone handset, handling office supplies, retrieving samples.</p>
<ul style="list-style-type: none"> • 11 to 25 lbs. 	<p>Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:</p>	<p>Ice chest with samples. 0 to 10 times. 0 0 0 to 10 times. 0 to less than 25 feet. Ground to waist level. Retrieving and relocating chest with samples.</p>
<ul style="list-style-type: none"> • 26 to 50 lbs. 	<p>Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:</p>	<p>Empty sampler. 14 times per quarter. 0 0 14 times per quarter. 0 to less than 10 feet. Ground to waist level. Retrieving and relocating an empty sampler.</p>
<ul style="list-style-type: none"> • 51 to 75 lbs. 	<p>Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:</p>	<p>Sampler with liquid samples and ice. 2 times per quarter. 0 0 2 times per quarter. 0 to less than 10 feet. Ground to waist level. Retrieving, relocating and positioning a sampler with liquid samples and ice.</p>
<ul style="list-style-type: none"> • 75 to 100 lbs. 	<p>Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: 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. 15 to 20 times per month. 0 0 15 to 20 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, 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.</p>
<ul style="list-style-type: none"> • Fine Manipulation 	<p>Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:</p>	<p>½ to 3 hours. Less than ½ hour to 2 hours. 0 Less than ½ hour to 2 ½ 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 • Screwdriver • District vehicle • Fax machine • Copy machine • Writing utensil • Telephone • Computer, mouse, monitor
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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 I 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 I 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: