

**City of Cottage Grove**  
**Job Description**  
**Temporary Part-time Environmental Services Assistant**

<b>Department:</b> Public Works	<b>FLSA:</b> Non-Exempt
<b>Reports to:</b> <a href="#">City Engineer</a>	<b>Representation:</b> N/A
<b>Pay Range:</b> \$30.00-\$38.00 per hour	<b>Date Adopted:</b> November, 2017

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

**GENERAL POSITION SUMMARY:**

This is a temporary part-time position of no more than 24 hours per week assisting the City Engineering Staff in overseeing the update of the City's Sewer Code Ordinance. The Environmental Services Assistant will draft regulations for a voluntary Industrial Pretreatment Program and Fats, Oils and Grease (FOG) Program to be included in the updated Sewer Code Ordinance. The position will also survey the City's industrial businesses and help implement the new programs once approved by both City Council and the DEQ.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

Review the existing sewer use regulations for compliance with the current DEQ wastewater treatment requirements, draft a local ordinance to control pollutants from businesses and industry with a voluntary pretreatment program, and update the existing fats, oils, and grease program. Perform a survey of local businesses and industries that discharge pollutants to the sewer treatment plant to understand what pollutants they discharge. Work with staff the implement the adopted programs.

**ESSENTIAL FUNCTIONS:**

1. Review existing local sewer use regulations for compliance with existing DEQ and EPA wastewater treatment regulations.
2. Establish a list of required activities and documents to be developed.
3. Draft a local ordinance to control pollutants from businesses and industry with a voluntary pretreatment program.

4. Evaluate the need to establish local limits and Best Management Practices (BMPs) that would be applied to specific commercial and industrial users and incorporate into the municipal legal authority. Such as a Fats, Oils and Grease program.
5. Develop a user survey to compile a list of business that discharge pollutants in the sewer collection system.
6. Create an education and outreach program for commercial and industrial users to inform them how they may be impacted by the voluntary pretreatment program.
7. Develop the specific forms and procedures that are needed to implement the pretreatment and FOG programs.
8. Develop an implementation schedule.
9. Design a tracking program to log progress and success of the pretreatment and FOG programs to report periodically to the City Council.

#### **IMPORTANT FUNCTIONS:**

1. Knowledge of the current DEQ waste treatment regulations and potential changes to them.
2. Good communication skills and Interface well with the local commercial and industrial businesses.
3. Knowledge of the City's current Sewer Code and Waste Treatment Plant.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of job duties the Environmental Services Assistant is required to sit, stand, communicate, discern alarms or notices, stoop, kneel, crouch and reach above shoulder level. Manual dexterity and coordination is required while operating vehicles, manual tools, radios, computers, etc. Must be capable of lifting, pushing, and pulling items weighing up to 25 pounds. Must be physically capable of working out of doors to access commercial and industrial businesses in order to perform inspections, evaluations and reviews; must be capable of working in an office environment performing administrative, technical, computer and various office tasks.

#### **JOB SPECIFICATIONS:**

##### **Education & Experience:**

A degree in Engineering Sciences, or equivalent, with major in Civil Engineering is preferred or related field with progressively responsible experience in industrial pretreatment. Must possess a valid, unrestricted Class C Oregon driver's license. Must have ability to understand and carry out oral and written instructions, policies, and rules in order to do job safely, and be able to complete forms and reports as required by the position.

- a. Minimum of 5 years of experience in the Wastewater /Pretreatment field.
- b. Any equivalent combination of education and experience which demonstrates the knowledge, skills, and ability to perform the above described duties.

**Knowledge, Skills and Abilities:**

Knowledge of State and Federal requirements and standards for Industrial Pretreatment Programs; Local, State, and Federal water quality criteria and water pollution control regulations as they apply to the wastewater, industrial pretreatment programs, and storm water pollution control: principals of water and environmental chemistry..

Must have ability to formulate and interpret technical and administrative policy and negotiate issues with other engineers, contractors, developers, and other governmental agencies. Must possess skills in creativity, foresight and good judgment in municipal environmental engineering activities.

Skills in applying knowledge of the principles of water and environmental chemistry to pollutants of concern pertinent to industrial users of the wastewater system.

**Special Requirements and Certifications:**

No specific requirements and certifications beyond the educational requirement.

**Supervisory Duties:**

Supervision is not a responsibility of positions in this classification.

**Supervision Received:**

Work is performed under the direct supervision of the City Engineer.