

- Compile information related to regulatory permit applications; prepare clear and concise technical reports, and memoranda.
- Serve on Departmental and Inter-Departmental committees related to stormwater program coordination evaluations, and management.
- Serve as a representative of the City to wastewater organizations, project committees, industry stakeholder meetings, or other related organizations.
- Prepare training materials and conduct training sessions for plant staff in order to ensure compliance with the National Discharge Elimination System (NPDES) and air quality permits.

QUALIFICATIONS

Knowledge of:

- Principles of water and air quality laws and regulations and how they pertain to wastewater treatment plant operation and compliance.
- Principles and practices of wastewater and stormwater planning and project development.
- Principles and practices of regulatory programs and local, state, and federal regulatory agencies.
- Technology of wastewater resource planning, analysis, operation and collection.
- Economics and financing practices related to wastewater operations and collections.
- Wastewater load analysis and load forecasting techniques and principles.
- Routine safety and emergency response principles and practices.
- Data development, utilization and management.
- Statistical analysis.
- Principles and practices of Project Management.

Ability to:

- Perform described duties and related tasks with minimal supervision and in a responsible and professional manner.
- Perform and complete comprehensive assignments in an efficient and timely manner.
- Interpret and evaluate results of calculations and analyses to determine validity, practicality and applicability of results.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with wastewater staff, other City Departments and associates in other wastewater facilities and associations.
- Conduct presentations on compliance related issues or activities and technical subject matter.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in engineering, economics, business, finance, science or related field.

Experience: At least two years of progressively responsible experience in wastewater resource or regulatory program planning, development and oversight, wastewater facilities operation, collection or discharge compliance. Demonstrated experience in simultaneously coordinating competing projects and activities across multiple disciplines.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Wastewater Resources Analyst (NC)

TO: Wastewater Operations Manager