

**ORO LOMA SANITARY DISTRICT
2655 GRANT AVENUE
SAN LORENZO, CA 94580
(510) 276-4700**

PROJECT COORDINATOR & INDUSTRIAL WASTE ADMINISTRATOR

DEFINITION

Under the general supervision of the District Engineer, directs, manages, and administers complex District programs and projects and performs other related duties as assigned. Programs and projects may include Industrial Waste Inspection, the Lateral Inspection Program, the Bio-Solids Hauling Program, the Grease Haulers Program, the District's development review program, as well as other duties as assigned.

SUPERVISION EXERCISED

Exercises no supervision.

IMPORTANT AND ESSENTIAL DUTIES

1. Organize, coordinate, and manage District programs or projects with a high degree of visibility and District-wide impact.
2. Coordinate the inspection of pretreatment facilities and processes in industrial and commercial establishments to ensure compliance with the District's Wastewater Discharge Ordinance and Discharge Permits.
3. Train Construction Inspectors on the inspection of pretreatment facilities.
4. Determine appropriate sampling locations and collect samples of wastewater from industrial, commercial, institutional, and residential sources.
5. Prepare notices of District regulations' requirements and monitor progress towards compliance.
6. Develop and update industrial discharge permits.
7. Assist in enforcing provisions related to industrial, commercial, and institutional waste permits, ordinances, and applicable rules and regulations; issue correction and enforcement orders, such as violation notices or cease-and-desist orders; may be required to make court appearances in contested situations.
8. Organize, maintain, and document all information necessary for enforcing District Ordinances, as required by federal, state, and local regulations; analyze data by comparing test results to established requirements.
9. Review residential, commercial, and industrial construction plans and specifications and make recommendations to ensure compliance with state, federal, and local laws and regulations.
10. Respond to spills; ensure that spill procedures are followed, and that receiving

waters and the sanitary sewer system are protected from any waste spills.

11. Conduct field tests for acidity, alkalinity, chlorine demand, hydrogen sulfide, and other chemical constituents to assess any potential harmful effects that discharges may have on the sewage system. Additionally, perform other routine laboratory tests on samples as necessary.
12. Prepare technical reports and conduct special studies to develop program strategies, create training manuals, and submit reports to regulatory agencies.
13. Meet regularly with regulatory agencies to facilitate intergovernmental cooperation and stay informed about legislative changes.
14. Investigate and trace the sources of illegal waste discharges entering the District's wastewater collection system.
15. Evaluate dischargers' activities and prepare data for the Sewer Service Charge Program.
16. Perform plan reviews, project management, and field inspections for projects within the collection system and the wastewater treatment plant.
17. Participate in planning, checking, reviewing, and processing plans for residential, commercial, and industrial developments that affect sewers and related District facilities, ensuring they meet all District-imposed requirements.
18. Maintain an accurate and logical system for storing and retrieving records.
19. Act as public relations agent providing information and assistance to engineers, industrial, commercial, and institutional company personnel, treatment plant operators, and the general public.
20. Investigate citizen complaints concerning possible code violations, and work to improve community public relations.
21. Investigate and resolve residential, commercial, and industrial ordinance violations, including, but not limited to, illegal discharges, sewer work performed without a permit, and improper stormwater connections to the sewer.
22. Work within District safety guidelines.
23. Participate in divisional budget preparation and assist in the administration and monitoring of the budget.
24. Establish positive working relationships with District management and staff, other agencies, and the public.
25. Manage the contracts, manifests, and prepare invoices for the grease haulers.
26. Manage the contracts, manifests, and invoicing for the bio-solids hauling program.
27. Perform other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of:
 - Program development and management.
 - Wastewater collection, treatment, and discharge.
 - Biosolids management and disposal.
 - Industrial and commercial wastewater source control.
- Common laboratory technology, equipment, apparatus, and chemicals used in water quality analysis.
- NPDES permit requirements.
- Basic mathematics used to calculate measurements and calibrations; basic principles of chemical, biological, and related sciences; basic practices and methods of chemical, biochemical, and bacteriological testing and analysis.
- Installation and maintenance principles and practices of waste control surveillance devices.
- The likely effect of toxic industrial waste discharges on the wastewater treatment plant.
- Piping equipment and processes.
- Basic sampling, inspection, and auditing techniques.
- District, federal, and state (EPA, SWRCB, and RWQCB) environmental, biosolids, pretreatment, and pollution prevention regulations, as well as requirements for reporting and permitting.
- Occupational hazards, safe work practices, and standard safety procedures.

Ability to:

- Develop and implement program/project goals and objectives.
- Interpret applicable local, State, and Federal laws as they relate to assigned areas of responsibility.
- Perform sampling and standardized tests involving the chemical, biological, and physical analysis of wastewater in accordance with accepted EPA methodologies; interpret the results of laboratory tests.
- Conduct in-depth inspections and audits of industrial and commercial users.

- Produce the required pretreatment and pollution prevention reporting on time.
- Assemble data and prepare reports; maintain records of testing and findings on all discharges and pretreatment activities.
- Use arithmetic functions, including fractions and decimals.
- Deal tactfully and work effectively with coworkers, representatives of the industrial, commercial, and institutional sectors, as well as the general public.
- Communicate regulations related to water pollution control orally and in writing to the public and affected industries.
- Learn and interpret technical codes, ordinances, and regulations.
- Read, understand, and follow posted work rules and procedures; follow oral and written direction; accept constructive criticism.
- Work independently.
- Operate a motor vehicle safely.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION GUIDELINES:

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

Experience:

Five years of progressively responsible work experience in industrial waste inspection, project management, or program administration within a water/wastewater utility or a similar agency, such as the District.

Education / Training:

Equivalent to a Bachelor's Degree from an accredited college or university with emphasis in physical or biological sciences, Engineering, environmental studies, planning, or a closely related field.

License or Certificate:

Possession of, or ability to obtain, within two years of employment, an Environmental Compliance Inspector Grade II Certificate issued by the California Water Environment Association.

Possession of, or the ability to obtain, an appropriate and valid driver's license, and a motor vehicle record that meets the District's standards.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to wet and humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is also required to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb or balance; lift and/or move up to 50 lbs.; use hands to finger, handle or feel; reach with hands and arms; talk and hear. Specific visual abilities required for this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee may be exposed to cold, heat, extreme noise, confined workspaces, electrical hazards, vibration, chemicals, dust, domestic waste, mechanical hazards, and explosive materials. The employee is also required to perform duties on city streets and highways within active traffic. The noise level in the work environment is usually moderate. As needed, the employee works indoors in a climate-controlled office setting.

Effective Date: July 1, 2025