



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

POSITION: Wastewater Environmental Program Coordinator
Public Works Department

Duties include but are not limited to:

Under the direction of the Wastewater Division Manager and Operations Manager, the Environmental Programs Coordinator provides technical assistance to the public and City on the best management practices for treatment of stormwater and industrial wastewater, to meet the requirements of federal and state regulations, and City of Redmond sewer discharge codes. This position will coordinate program activities and efforts to ensure City regulatory compliance in the following programs: Industrial Pretreatment, FOG (Fats, Oil, and Grease), Underground Injection Control (UIC) and the O&M of stormwater facilities and pretreatment systems. This position will collect water quality samples and analyze data from industrial wastewaters, process wastewater, sediment, and stormwater run-off and prepare technical reports. This position may be involved in developmental program work and will be required to conduct facility and site inspections and prepare, issue and enforce wastewater discharge permits. This position will also perform other related work as required by the Wastewater Division. Job Description attached.

SALARY RANGE:

Grade 14: \$3,559 - \$4,375 per month. Salary based on 2005/2006 wage scale. Excellent City benefit package when eligible. This position is represented by the City of Redmond Employee Association.

MINIMUM QUALIFICATIONS:

Graduate from a four-year college/university with a degree in engineering, biology, chemistry, environmental science or a closely related field of science. College level coursework in Industrial Pretreatment, Wastewater Treatment, Stormwater, environmental science and wastewater maintenance and operations. Two (2) years of experience working with regulatory compliance programs, preferably in wastewater treatment or stormwater. Ability to obtain Wastewater Treatment Operator Certificate, grade II, within one year of hire. Possession of or ability to obtain a valid Oregon Drivers' License within thirty (30) days from the date of employment. Possession of ability to obtain within six (6) months from date of employment a valid Oregon CDL license of the required classification to operate Public Works Department vehicles and equipment and a safe driving record. Possession of or ability to obtain any certification or licenses required by City, State, or Federal agencies to work in the position assigned.

All selected finalists for City employment are subject to testing for drugs and a DMV/criminal background check.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756
Phone: (541) 548-8196 x324
Fax: (541)548-6379
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST (indicating why you want to be considered for this position) must all be received by the above Employment Office ***no later than 5:00 PM, Friday, June 30, 2006.*** Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.

**City of Redmond Employee Association (COREA)
affiliated with AFSCME Council 75**

Disclosure Statement

During the recruitment process the City would like to inform prospective employees that if they are selected for a represented position with the Public Works department they will be subject to a collective bargaining agreement between their division and the City.

The City currently recognizes the City of Redmond Employee Association (COREA) affiliated with AFSCME Council 75, as the sole and exclusive bargaining representative for Public Works. COREA affiliated with AFSCME acts as a bargaining agent for the purposes of establishing rates of pay, hours of work, employee benefits, and other conditions of employment for represented, non-supervisory, and non-confidential regular employees.

Compulsory membership in COREA is not, and shall not, be a prerequisite for employment. However, any employee who objects to membership in the Association and chooses not to belong on the basis of bonafide religious tenets of a religious body of which the employee is a member, shall make a payment in lieu of dues to the Association or mutually agreeable member, shall make a payment in lieu of dues to the Association or mutually agreeable charitable organization. Such payments shall be equal to current Association dues.

More detailed and specific information may be obtained from the COREA President.

Updated: 2/1/05



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Wastewater — Environmental Program Coordinator
DEPARTMENT: Public Works
FLSA STATUS: Non - Exempt
SALARY GRADE: Grade 14
EMPLOYEE GROUP: Association / Represented

PURPOSE OF POSITION:

Under the direction of the Wastewater Division Manager and Operations Manager, the Environmental Programs Coordinator provides technical assistance to the public and City on the best management practices for treatment of stormwater and industrial wastewater, to meet the requirements of federal and state regulations, and City of Redmond sewer discharge codes. This position will coordinate program activities and efforts to ensure City regulatory compliance in the following programs: Industrial Pretreatment, FOG (Fats, Oil, and Grease), Underground Injection Control (UIC) and the O&M of stormwater facilities and pretreatment systems. This position will collect water quality samples and analyze data from industrial wastewaters, process wastewater, sediment, and stormwater run-off and prepare technical reports. This position may be involved in developmental program work and will be required to conduct facility and site inspections and prepare, issue and enforce wastewater discharge permits. This position will also perform other related work as required by the Wastewater Division.

ESSENTIAL JOB FUNCTIONS:

Provide technical assistance to public on the best management practices for treatment of stormwater and wastewater to ensure compliance with the Federal Safe Drinking Water Act, Clean Water Act Pretreatment, Oregon state water quality rules, and City of Redmond City code.

Perform field related duties, i.e. sampling, testing and data gathering for the City's Industrial Pretreatment and Stormwater programs in accordance to federal, state and local regulations.

Perform physical, chemical, and biological measurements for water quality utilizing a variety of techniques.

Maintain complete and accurate records for all analysis, equipment, and instruments.

Organize and evaluate data using recognized statistical methods. Draft routine and special reports for Stormwater and Pretreatment Programs.

Operate, maintain, and calibrate lab and on-line instruments.

Collect and preserve Pretreatment and stormwater samples in accordance to Approved Standard Methods and sampling plans.

Conduct industrial user surveys and coordinate receipt and processing of sewer user information. Inspect facilities during the application review process to verify information as required by issued permits.

Issue permits and review permit applications for industrial/commercial sewer connections.

Explain City's policies and resolve complaints and problems related to water quality and the City's pretreatment program.

Establish schedule for pretreatment improvement compliance; maintain a schedule of follow-up inspection to ensure permit compliance; enforce industrial permit regulations.

Conduct investigations to trace illegal pollutants to their source; pursue enforcement against violators for both stormwater and wastewater discharges.

Review monthly reports from industrial users for accuracy, billing and permit compliance; update and maintain industrial user files.

Compile and prepare written reports and correspondence regarding specific users and the pretreatment program in general; prepare reports for potential new industrial users, economic development groups, consultants and other regulating authorities.

Conduct plan review for the Wastewater Division to ensure new development meets the wastewater and stormwater requirements outlined in the City of Redmond's Standards and Specifications as well as state and federal water quality regulations.

Review Commercial and Industrial Wastewater Pretreatment Surveys for new site developments. Analyze for compliance with City of Redmond Sewer Discharge Code and state and Federal regulations. Provide technical assistance to development community in the selection of pretreatment systems to meet discharge requirements.

Maintain work area, clean equipment, wash and sterilize glassware and appropriate analytical equipment.

Contribute to the Wastewater team in a professional, positive manner.

Operate and maintains the Wastewater Division equipment, tools and vehicles in a safe, efficient and effective manner.

Work under the policies and procedures outlined by the City of Redmond.

Conduct regular correspondence with the regulatory community. Prepare written reports for submission, respond to requests and maintain effective working relationships.

Provide educational outreach to the public and development community on water quality and pollution prevention issues.

Perform other duties as assigned.

May be required to perform routine daily operation and maintenance tasks at wastewater treatment plant and including but not limited to: sludge disposal, pressure washing of operations equipment, pump maintenance, building and grounds maintenance, daily logs and reports.

May be required to perform routine daily operation and maintenance tasks of collection system, including but not limited to: tapping mains for new services, TV inspection of sewer mains, system locates for City and other Utilities, pump station repair and maintenance, operation of Vactor truck for sewer line and storm system maintenance.

May be required to operate a variety of power construction and maintenance equipment used in the department.

Serves on various committees as assigned.

Attends meeting as assigned.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Graduate from a four-year college/university with a degree in engineering, biology, chemistry, environmental science or a closely related field of science.

College level coursework in Industrial Pretreatment, Wastewater Treatment, Stormwater, environmental science and wastewater maintenance and operations.

Two (2) years of experience working with regulatory compliance programs, preferably in wastewater treatment or stormwater.

Ability to obtain Wastewater Treatment Operator Certificate, grade II, within one year of hire.

Possession of or ability to obtain a valid Oregon Drivers' License within thirty (30) days from the date of employment. Possession of ability to obtain within six (6) months from date of employment a valid Oregon CDL license of the required classification to operate Public Works Department vehicles and equipment and a safe driving record.

Possession of or ability to obtain any certification or licenses required by City, State, or Federal agencies to work in the position assigned.

Necessary Knowledge, Skills and Abilities:

Knowledge of federal, state and local laws, regulations, codes and ordinances concerning environmental pollution control and stormwater best management practices.

Knowledge of basic chemistry, common laboratory practices and methods and their application in water quality.

Computer skills including word processing, spreadsheet and computer process control.

Ability to establish and maintain effective working relationship with employees, other departments, industrial users and the public.

Desirable Requirements:

Experience working with ArcMap GIS (Geographical Information System) software and Microsoft Access database software.

SUPERVISION RECEIVED:

Works under general direction of the Wastewater Division Manager and Operations Manager.

SUPERVISORY RESPONSIBILITIES:

Supervision is not normally a responsibility of this position, but this position may assist with the job training of other employees.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and /or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Personal computer, lab equipment, automatic samplers, field analytical equipment, mobile radio, phone, copy machine, fax machine and other equipment used in the operation of a Wastewater Division.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Department Director

Date

Human Resources Director

Adopted: July 1999
Revised: May 2006