



December, 2017

## **FINAL DRAFT**

### **POLLUTION PREVENTION AND OUTREACH SPECIALIST**

**Salary Grade 210**

#### **DEFINITION**

Under direction, plans, organizes, coordinates, and implements the District's Outreach, Pre-Treatment and Pollution Control and Prevention Programs; develops and implements education and outreach messages to the general public; serves as a liaison with representatives of governmental agencies, businesses, professional groups, and the public to promote awareness and community involvement on District services and operations; assists in enforcing federal, state and local regulations with respect to pre-treatment and pollution control and prevention; and performs other duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Technical Services Director – District Engineer. No direct supervision of staff is exercised.

#### **CLASS CHARACTERISTICS**

This is a journey-level professional classification responsible for developing and implementing pollution prevention education and outreach messages for the general public and businesses within the community. Responsibilities include determining areas where pollution prevention outreach could positively influence the operations of the wastewater collection and treatment systems, developing educational and outreach messages, designing and implementing effective outreach programs to meet the desired goal, and assisting in enforcing federal, state and local regulations with respect to pre-treatment and pollution control and prevention. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to develop programs. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver outreach programs and enforce mandated regulations. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

#### **EXAMPLES OF DUTIES (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, coordinates, develops and implements community outreach programs; identifies areas where pollution prevention outreach could positively influence the operations of the wastewater collection and treatment systems; develops educational and outreach messages, and designs and implements effective outreach programs to meet the desired goal.
- Performs community education and outreach tasks by conducting tours for elementary, middle school, high school, college students, and other groups at District facilities; organizes events and

- prepares instructional/informational materials.
- Plans and coordinates a diverse range of events, working with District partners, and representing the District with professional associations and during events.
- Updates and maintains the District website as a forum for public outreach and education; prepares and posts website content.
- With input from District management and other contributors, prepares press releases and works with media contacts to develop positive relationships and informative articles of interest to the community and the District.
- Plans, initiates, coordinates, and participates in the development and production of a variety of mailings, publications, slide shows, videos, exhibits, photographs, and/or marketing materials and other collateral; oversees the production and distribution of the Pipeline Newsletter and related communications.
- Performs research and/or data gathering activities; prepares periodic or special reports based on research or data analysis; develops Best Management Practices for domestic, commercial, and industrial users.
- Explains regulations and administrative rules; confers with industrial and commercial representatives regarding environmental regulations and pollution prevention techniques; evaluates historical performance and environmental quality data to determine regulation violations for enforcement,
- Researches and stays current on pertinent information and developments in environmental compliance functional areas; analyzes and implements federal, state or local requirements as necessary to maintain approved pollution control prevention and pre-treatment programs.
- Receives and evaluates industrial monitoring reports for non-compliance, assists in and/or conducts enforcement activities; manages historical records of inspections, sampling, reports, plans and non-compliance/enforcement actions.
- Administers the District's environmental categorical and industrial pre-treatment programs in compliance with mandated regulations and administrative rules.
- Prepares a variety of reports including, but not limited to, the monthly outreach and pollution prevention report, the Annual Recycled Water Report, and the annual Pollution Prevention Report.
- Interprets and explains environmental compliance regulations, requirements, and policies to business owners and operators, other government agencies, and the general public.
- Develops and delivers written and oral presentations to higher level management, elected bodies, other District staff, and/or the general public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and techniques of planning, developing, and coordinating comprehensive local government public relations, communications, and media relations programs.
- Methods and techniques of conducting community outreach.
- Methods and techniques of preparing, producing, and disseminating information to the news media, schools, and the community.
- Principles and practices of media relations.
- Community demographics of the District's service areas.
- Applicable federal, state, and local laws governing wastewater and industrial waste monitoring programs, and District regulations, codes, policies, and procedures including National Pollution Discharge Elimination System (NPDES).
- Principles and practices of wastewater system pre-treatment and pollution prevention measures.
- Methods and techniques of evaluating compliance with mandated regulations and determining

enforcement options.

- Principles and practices of public speaking.
- Effective use of visual and written multi-media options to deliver the District's message including the use of photography and social media.
- Methods and techniques of conducting research and developing reports.
- Correct English grammar, spelling, punctuation, and vocabulary.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Prepare and present complex information for diverse community groups.
- Manage events from planning through implementation and conduct post-implementation evaluation.
- Exercise initiative and creativity in program development.
- Learn and apply the basic mechanical, chemical, and biological processes involved in wastewater treatment and industrial treatment to evaluate enforcement options.
- Learn, apply and enforce the federal, state, and local regulations and guidelines related to assigned duties.
- Analyze complex problems, prepare concise and accurate reports and findings, and make sound recommendations.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Understand legal or policy requirements and apply them to specific circumstances.
- Conduct public speaking presentations to diverse community groups.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

**Education**

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in chemistry, biology, environmental science, education, communications, or a related field.

**Experience**

Two (2) years of professional experience supporting a pre-treatment and pollution control program, or a public education outreach program.

**License and Certifications:**

- Must possess a valid Class C California Driver's License and maintain a satisfactory driving record.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking to conduct tours at District facilities is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **OTHER REQUIREMENTS**

When necessary, work unusual shifts, weekends, and holidays.