

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Pollution Prevention Technician	UNION:114
CLASS TITLE:	Natural Resources Program Technician	SG:11/12
DEPARTMENT:	Public Works, Natural Resources	CS: Y
		FLSA:Y
		EEO4CODE:TE

NATURE OF WORK:

This position performs a variety of paraprofessional and technical work to reduce or eliminate hazardous waste and pollutants at the source via pollution prevention and source control activities. Assists businesses and organizations that may have potential to pollute stormwater by conducting multimedia source control site visits and providing information on pollution prevention activities to comply with local, state and federal regulations. Provides technical assistance on proper management of dangerous waste, prevention of stormwater pollution, spill prevention, and reduction of hazardous substance use. This position plans, prioritizes, and conducts source control site inspections, researches relevant topics, coordinates directly with small businesses, provides technical and regulatory assistance, prepares information for public consumption and assists businesses through a process of establishing Best Management Practices (BMPs) to control, reduce, or eliminate pollutants.

SUPERVISORY RELATIONSHIPS:

Reports to the Storm and Surface Water Manager who assigns, reviews and supports work and provides technical leadership as needed. Works independently under general supervision in applying knowledge of applicable local, state and federal regulations, policies, guidelines and applicable environmental standards. The Washington State Department of Ecology in partnership with the City of Bellingham sets work objectives and goals.

ESSENTIAL FUNCTIONS:

1. Researches and applies federal, state and local regulations and BMP's related to solid waste, dangerous and hazardous waste and stormwater. Creates and completes inspection criteria for business sectors through the research of specific business practices.
2. Plans, coordinates, and conducts business inspections with the general intent to identify, inform and assist the business by providing technical support in regards to pollution prevention, source control BMPs, related recordkeeping, waste manifest tracking, and compliance with federal, state, and local regulations.
3. Responds to inquiries, complaints, or requests for information from other departments, agencies, and the general public, providing information and/or technical assistance

within the scope of knowledge or authority, or referring to the appropriate agency or department.

4. Researches, develops, prepares and maintains various records, logs, checklists, site visit reports, monthly reports and maps relating to assigned duties; maintains and updates computerized records.
5. Responds to stormwater complaints and violations submitted through the Stormwater Hotline and the Department of Ecology's Emergency Response Tracking System (ERTS). Provides guidance and recommends a course of action to the responsible party regarding spill cleanup, incident response, and pollution prevention. Records incidents, maintains the City's Incident response database and submits reports to the Department of Ecology.
6. Coordinates the City's Medicine Return Program; provides training to participating pharmacies on protocol for medicine collection and recordkeeping. Oversees waste pick-up and invoicing with private waste contractor. Provides community outreach about the program. Coordinates with the Bellingham Police Department for participation in and promotion of occasional Drug Take-Back events.
7. Coordinates the Public Works stormwater committee; leading meetings, site inspections and online Illicit Discharge Detection and Elimination (IDDE) training for field staff from a variety of City Departments. Coordinates with Public Works crew supervisors to respond to stormwater illicit discharges from City operations and reporting to Department of Ecology.
8. Assists in the development of the Source Control contract with the Washington State Department of Ecology by identifying and recommending technical assistance targets and unique program elements for each contract cycle. Implements, monitors and tracks compliance with contract requirements in conjunction with the Storm and Surface Water Manager.
9. Under direction from the Storm and Surface Water Manager, works with City legal and code enforcement staff by providing documentation for code compliance and litigation of infractions. May require testimony on the City's behalf.
10. Provides training to source control group(s) on specific industry sectors as directed.

ADDITIONAL WORK PERFORMED:

1. Assists the Storm and Surface Water Manager in performing other related duties within the scope of the classification as assigned.
2. Maintains databases and records for compliance with the City's National Pollution Discharge Elimination Systems Phase II Municipal Stormwater Permit and for other purposes.
3. Performs water quality sampling and monitoring as assigned using standard laboratory methods, standards and practices.

4. May represent the Natural Resources Division on various City committees or activities as assigned.
3. Performs related duties within the scope of the classification

KNOWLEDGE AND SKILLS:

Knowledge of:

- Intermediate knowledge of environmental regulations, policies, best management practices, and methods and standards related to area of assignment.
- Intermediate knowledge of pollution, stormwater runoff, and toxic impacts to the environment.

Skills:

- Excellent communication skills to communicate regulatory requirements to small business owners, contractors, developers, and the general public.
- Written communication skills to write reports, business letters and create informational materials.
Effective problem solving
The use of computer software for producing educational materials, records, logs and maps.

Ability to:

- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships and provide technical assistance relating to pollution prevention with other employees, engineers, small business owners, contractors, developers and the general public.
- Ability to operate and maintain an effective computerized records management system.
- Ability to follow oral and written instructions and work independently with minimal supervision.
- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job:
 - Requires ability to operate a motor vehicle;
 - Must be capable of walking on slippery or uneven surfaces; and
 - Must be capable of moving up to 50 pounds (such as removing manhole covers and stormwater grates) on an infrequent basis.
 - Must be capable of squatting, crawling, or working in close spaces to perform inspections of businesses and worksites.

WORKING ENVIRONMENT:

Work is performed in an office setting, outdoors and in businesses throughout the community, exposing employee to inclement weather, noise, fumes, construction environments, slippery or uneven surfaces and traffic hazards. Employees are required to use appropriate safety equipment and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's of Science degree in biology, chemistry, environmental science, natural resource management or related discipline, OR
- A High School Diploma OR General Equivalency Diploma (GED), AND
- A minimum of four years of experience in a related Natural Resources program area.
- A combination of education and experience, which provides the applicant with the required skills, knowledge and abilities, will be considered.
- Experience working with external agencies, citizens and business owners preferred.
- Experience in reading, interpreting and applying regulations required.
- Experience in the application of hazardous waste and stormwater regulations preferred.
- Experience in field inspection preferred.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at the time of hire.
- Hazardous Waste Operations and Emergency Response Standards (HazWoper) training and certification is preferred and is required to be obtained within 6-months of employment and maintained throughout employment.
- Training and knowledge of DOE stormwater BMP's preferred.
- National Pollution Discharge and Elimination System (NPDES) Phase II compliance training and knowledge preferred.

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5/11

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