

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: ENVIRONMENTAL ANALYST

DATE: 7/1/2024

JOB CODE: 1110

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision of the Environmental Manager, assist in preparation of reports and permit applications; perform varied and complex technical tasks in support of ongoing activities and projects for Water Utility and Water Reclamation Divisions that may include: NPDES/SCAQMD/CARB reporting, maintenance of databases, etc.; collect, tabulate, and summarize data for compliance determinations; interview people and collect information to complete reports and documentation; identify regulatory compliance issues; exercise regular and substantial independent judgment and procedural knowledge in performing work requiring interpretation of rules, regulations, procedures, policies, and guidelines; perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Class of Environmental Analyst is an entry level/journey level class assigned to work with the Environmental Manager in the Environmental and Regulatory Compliance Division, depending upon the workload and needs of the Department. Assigned programs include, but are not limited to, Water Quality, Wastewater Quality, Air Quality, Energy, and Waste Management.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to other officials, the general public, and City and Department staff;
- Assist in the development and implementation of environmental compliance goals, objectives, policies, plans, procedures, and priorities;
- Schedule, assist in coordinating, and review wastewater, stormwater, and biosolid sample collection and lab testing services; ensure sampling and lab associated data is accurate and completed in a timely manner for compliance and reporting purposes;
- Assist with or prepare SCAQMD, NPDES, CARB, CalEPA, Regional Water Quality Control Board, State Water Resources Control Board, EPS, and other regulatory reports;

- Analyze technical reports and recommend programs to maintain full compliance with applicable requirements in air, water, land, and energy;
- Perform quality assurance/quality control of monthly, quarterly, and annual reports for accuracy, proper format, and data consistency;
- Prepare correspondence, reports, staff reports, forms, lists, schedules, and related documents from rough draft and/or from oral or written direction independently requiring use of judgment based upon a thorough knowledge of the functions and procedures of the unit;
- Participate in field investigations, facility inspections, and sampling to ensure compliance with applicable regulations; may act as Department representative with regulatory inspectors as required;
- Develop and maintain procedures, programs, and databases for comprehensive recordkeeping and data pertinent to programs and permits and prepare detailed and technical reports; Interpret local, state, and federal wastewater, stormwater, and biosolid regulations and evaluate implications for the Department; recommend methods and programs to ensure compliance;
- Conduct audits of databases, draft reports, and required documentation to ensure accuracy and validity for final review and submission; review, interpret, summarize, and prepare data for required submittal under regulatory permits;
- Perform compliance audits related to regulatory compliance to ensure the Department meets standards; report on audit findings and verify that any necessary corrective actions have been taken;
- Compile and interpret a variety of information and data related to regulatory permit applications and water quality to prepare technical reports, memoranda, and responses to data requests;
- Monitor Incident and Daily Reports to identify issues;
- Perform a variety of special studies and research related to water quality, wastewater and stormwater sampling, and biosolids;
- Develop and coordinate special projects; develop methods and schedules for completion;
- Participate in professional group meetings on behalf of the Department, prepare meeting summaries and evaluations;
- Represent the Department and work closely with regulatory agencies to facilitate cooperative and timely resolution of issues;
- Stay abreast of new or changing rules/regulations and new trends and innovations in compliance;
- Foster relations with environmental stakeholders and the community with participation in conservation projects regarding the Santa Ana River;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Operate Department vehicles as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Organization and responsibilities of public agencies;
- Applicable Federal, State, and local laws rules, regulations, and codes governing operation of water and wastewater facilities;
- Water and wastewater analytical methods;
- Air, land, and water quality objectives;
- Wastewater, stormwater, and biosolid data analysis, collection, and lab methods;
- Principles of water and biosolid regulations and wastewater;
- Intermediate computer skills consisting of data collection, database creation, and word processing.

Ability to:

- Accurately interpret, explain, and apply laws, rules, and regulations pertaining to water and wastewater conveyance and treatment, air quality, biosolids, and energy;
- Collect, analyze, interpret, and summarize a wide variety of data to determine validity;
- Interpret technical reports and exercise sound judgement in the application of findings;
- Gather, make accurate mathematical and statistical calculations and analyze data generated for regulatory purposes, and prepare a variety of written reports;
- Prepare clear and concise reports, records, correspondence, and other written materials;
- Make accurate mathematical computations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Effectively communicate and interface with staff members from numerous regulatory agencies;
- Learn the technical and legal functions associated with environmental regulatory compliance;
- Perform effective investigations regarding environmental pollution as needed that fairly represents the interests of both the Department and employees;
- Exercise independent judgment and initiative within established guidelines;
- Understand and carry out oral and written instructions;
- Establish and maintain complex filing systems;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;

- Operate a vehicle observing legal and defensive driving practices.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university; major in chemical, biological, or environmental sciences, or equivalent, preferred;

And

Experience: Two (2) years of experience in water, wastewater or environmental science data review and report writing.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California Driver's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Driver's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents, and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. Incumbents must be able to work under moderate stress conditions. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office and/or field setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, infrequently climb ladders to heights over 100 ft, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Environmental Analyst

To: Environmental Manager

Job Description:

BOWC Approved:	<u>5/16/2006</u>
Rev Appr:	<u>6/16/2015</u>
Rev w/title change from Regulatory Analyst	<u>6/23/2020</u>
Rev. Approved:	<u>6/25/2024</u>

Testing Standards: App Review/ Supp App Review