



*Where Life is Sweet*



**Benefits and Salary:**  
**\$54,360 - \$66,108 DOE**

- Medical, Dental and Vision
- Paid Life and AD&D Insurance
- Long Term Disability
- Oregon PERS Retirement
- Deferred Compensation Plans
- HRA VEBA Contributions
- Paid Vacation and Sick Leave
- 10 Paid Holidays/2 Personal Days
- 5% Bilingual Pay Incentive

**Minimum Qualifications:**

- High school diploma or equivalency; supplemented by college-level coursework in industrial pretreatment, wastewater treatment, stormwater management, or environmental science
- Two (2) years of applicable and verifiable work experience consisting of working with regulatory compliance programs, collecting water and or industrial samples, conducting industrial or construction inspections, using GPS equipment and Arc GIS mapping software
- Ability to compile and prepare correspondence and reports to specific programs
- Maintain effective working relationships within the community

## Environmental Water Quality Compliance Specialist

The City of Hermiston is accepting applications for the position of Environmental Water Quality Compliance Specialist. This is a full-time position, Monday – Friday, 40 hours/week, with occasional weekend requirements dependent on assignments.

This position will assist in complying with federal, state, and local environmental regulations in the following programs: Industrial Pretreatment, FOG (Fats, Oil, and Grease) mitigation, Underground Injection Control (UIC), Water Backflow Prevention and the operation and maintenance of stormwater facilities and wastewater pretreatment systems. This position will sample and analyze domestic and industrial wastewater, drinking water, sediment, soil, and stormwater.

This position also performs various types of fieldwork, data entry, data analysis, plan reviews, and prepares technical reports. This position will be required to conduct site inspections and perform other related work, as required by the Recycled Water Superintendent.

The full description of duties and application packet can be found on the City's website: <https://hermiston.or.us/job-openings>

Interested candidates must submit a City of Hermiston Employment Application and resume, including verifiable work experience to the City of Hermiston, 180 NE 2nd Street, Hermiston, OR 97838 or via email to: [hr@hermiston.gov](mailto:hr@hermiston.gov)

First review of applicants: November 18, 2024

The City of Hermiston is an equal opportunity employer.



## Position Description

### Environmental Water Quality Compliance Specialist

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Classification: Non-Exempt

Department: Recycled Water

Grade: 37

Union: Non-Union

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#### **General Statement of Responsibilities**

Assists in complying with federal, state, and local environmental regulations in the following programs: Industrial Pretreatment, FOG (Fats, Oil, and Grease) mitigation, Underground Injection Control (UIC), Water Backflow Prevention and the operation and maintenance of stormwater facilities and wastewater pretreatment systems. This position will sample and analyze domestic and industrial wastewater, drinking water, sediment, soil, and stormwater. This position also performs various types of fieldwork, data entry, data analysis, plan reviews, and prepares technical reports. This position will be required to conduct site inspections and perform other related work, as required by the Recycled Water Superintendent.

#### **Supervision Received**

Works under the general supervision of the Recycled Water Superintendent who outlines and assigns specific tasks but may work without direction after assignment of duties.

#### **Supervision Exercised**

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel.

#### **Examples of Duties - Essential Functions**

*The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.*

1. Provide technical support to the Recycled Water Superintendent to ensure compliance with the Federal Safe Drinking Water Act, Clean Water Act Pretreatment regulations, Oregon state water quality rules and permits, and City of Hermiston city code.
2. Perform field related duties (e.g. wastewater and stormwater sampling, testing and data gathering) for the City's Industrial Pretreatment, Backflow Prevention, FOG mitigation and Stormwater programs.

3. Perform physical, chemical, and biological measurements for water quality utilizing a variety of techniques.
4. 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 discharger permits.
5. Conduct investigations to trace illegal pollutants to their source; collect data to assist with pursuit of enforcement against violators for both stormwater and wastewater discharges.
6. Coordinate and conduct inspections for the city's Fats, Oils, and Grease Program and Backflow Prevention Program.
7. Review wastewater and stormwater plans and inspect constructed systems to ensure compliance with City requirements.
8. Conduct city inspections for stormwater and wastewater infrastructure for both residential and commercial properties.
9. Provide educational outreach to the public and development community on water quality and pollution prevention issues.
10. Utilize GPS equipment and GIS software to collect and enter location information on wastewater and stormwater infrastructure, maintain valid data sets, and produce maps.
11. Coordinate and conduct UIC Testing on new developments.
12. Operates a motor vehicle regularly to attend to building maintenance, wastewater, and other Public Works related needs.
13. Operate, maintain, and calibrate field instruments and equipment.
14. Operate and maintain equipment, tools and vehicles in a safe, efficient and effective manner. Operate a variety of tools and equipment.
15. Maintain work area, clean equipment, wash and sterilize glassware and appropriate analytical and field equipment. Maintain effective working relationships within the regulatory community.
16. Maintain detailed and accurate records. Organize and evaluate data using recognized statistical methods. Utilize and update stormwater and pretreatment databases.
17. Compile and prepare written fact sheets, correspondence, and reports regarding specific users and the pretreatment and stormwater programs.
18. Review commercial and industrial Wastewater Discharge Surveys.
19. Provide technical assistance to development community in the selection of pretreatment systems to meet discharge requirements.

20. Contribute to the Public Works team in a professional, positive manner. Work under the policies and procedures outlined by the City of Hermiston.
21. Must be available to occasionally work before or after regular day-shift working hours and on weekends. Serve on various committees as assigned. Attends meetings as assigned.
22. Perform other duties as assigned.

## **Screening Criteria**

### **Education and Experience:**

- High school diploma or equivalency; supplemented by college-level coursework in industrial pretreatment, wastewater treatment, stormwater management, or environmental science;
- AND two (2) years of applicable and verifiable work experience. Experience may consist of working with regulatory compliance programs, collecting water and or industrial samples, conducting industrial or construction inspections, using GPS equipment and Arc GIS mapping software;
- OR any equivalent and applicable verifiable combination of work experience and education in environmental, water, and natural resources, wet utilities, and utilities general construction which ensures the ability to perform the essential functions of the position.

**Special Requirements/Licenses:** A valid Oregon driver's license and proof of an acceptable driving record are required.

**Knowledge of:** 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, spreadsheets and computer process control.

**Skills:** Adapts to changes in the work environment; manages competing demands; able to deal with frequent change or unexpected events; changes approach or method to best fit the situation. Works within the approved budget; conserves organizational resources. Manages difficult or emotional customer situations; understands and applies the principles of quality customer service; responds to customer needs and requests for service and assistance; solicits customer feedback to improve service.

Ability to: Follow complex oral and written instructions and orders; work independently, read and understand maps, plans, drawings, orders and/or other documents as required; drive or operate vehicles, equipment, machines, and tools safely and in conformance with applicable laws, regulations and work rules; communicate effectively verbally and in writing; establish and maintain effective working relationships with superiors, peers, other city employees, representatives of state agencies, contractors, and the general public; enforce work and safety rules; work in adverse weather conditions; physically perform the duties of the position.

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified 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 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.

**Working Conditions:** *The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, wastewater, and vibration. The employee is occasionally exposed to risk of electric shock. The noise level in the office environment is usually quiet to moderate. The noise level in the field environment is usually moderate.