



ROSS VALLEY SANITARY DISTRICT
2960 Kerner Blvd
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

JOB DESCRIPTION

TITLE	SALARY	DATE	REVISION
Environmental Compliance/ Safety Coordinator	Range 27: \$6,747-\$8,610 per month (FY11-12)	July 1, 2011	2.2
NOTES	The Environmental Compliance/Safety Coordinator position was created and approved on July 29, 2009. This position is responsible for coordination and oversight of activities in support of the safety and environmental compliance needs of the District.		

INTRODUCTION

The Ross Valley Sanitary District is located in beautiful and culturally rich Marin County, halfway between San Francisco and California's famous wine country. Founded in 1899, RVSD is one of the oldest sanitary districts in Marin County. It provides wastewater collection for the 55,000 residents of the Ross Valley towns and communities of: Fairfax, San Anselmo, Ross, City of Larkspur (including Bon Air), and the unincorporated areas known as Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor, Greenbrae, Murray Park, San Quentin Village, and California State Prison at San Quentin.

This position requires a highly-motivated individual who will serve under the general supervision of the Inspection Department. Qualified candidates for this position will be responsible for coordination and oversight of activities in support of the safety and environmental compliance needs of the District. They will understand the principles and practices of safety, industrial hygiene, emergency response and environmental compliance programs. The successful candidate will have an understanding of the applicable local, state and federal regulations and requirements, as well as flow measurement and sampling methods. They will have knowledge of toxic and hazardous materials and waste, and their storage and management, occupational hazards and appropriate safety precautions related to work assignments.

ESSENTIAL KNOWLEDGE, DUTIES AND RESPONSIBILITIES

Under general direction:

- Perform programmatic work of a specialized nature involving the use of independent judgment and personal initiative.
- Understand the organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.
- Accurately observe, record and document conditions and report observations
- Interpret and apply District policies and procedures.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Prioritize multiple tasks and meet deadlines.
- Work nights, weekends and holidays as required.
- Skillfully use a personal computer in a highly technical environment, use different computer programs and databases, and use other office equipment.
- Perform all essential duties.
- Perform other duties as necessary and/or directed.

Special abilities:

- Communicate effectively, both orally and in writing, with those contacted in the course of work, including but not limited to the ability to use tact/diplomacy and establish/maintain cooperative working relationships.
- Understand and accurately carry out written and oral instructions.
- Take coaching, instruction and feedback with a cooperative and positive attitude.
- Work in a changing and occasionally extreme field environment, and standard office environment.

EDUCATION/EXPERIENCE REQUIREMENTS

Equivalent to the completion of twelfth grade supplemented by college level course in a related field is highly desirable.

OR

Four years of experience in a related field, preferably in the public sector, or equivalent. Education may be substituted for experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California driver's license at the time of application and maintain a valid license throughout employment.

Must possess a valid Grade II Collection System Maintenance or Environmental Compliance Inspector certificate issued by the California Water Environment Association at time of appointment.

Must obtain a valid Grade III Collection System Maintenance or Environmental Compliance Inspector certificate issued by the California Water Environment Association within two years of appointment.

PHYSICAL AND LEADERSHIP REQUIREMENTS

- Sitting at desk: 20-30%
- Standing: 40-60%
- Walking: 10-20%
- Kneel, Crouch, Squat, Stoop, Reach, Crawl, Twist, Climb: 10-20%
- Lifting up to 50 pounds
- Be able to distinguish color
- Be exposed to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, sewage, mechanical hazards, pollens and explosive materials
- Both large and fine hand movements
- Interact with public
- Coordinate safety training programs in assigned areas
- Operate passenger vehicles
- Be able to work in an office/field environment and maintain professional relationships
- Be capable of facilitating and leading small and large groups
- Be Proficient with time management and task allocation limits
- Other requirements as necessary or directed