



CITY OF REDDING

777 CYPRESS AVENUE, REDDING, CA 96001

P.O. BOX 496071, REDDING, CA 96049-6071

PERSONNEL DEPARTMENT
530.225.4065 PERSONNEL
530.225.4062 FAX

October 5, 2020

Michelle Kempley, President
Redding Independent Employees' Organization
1800 Park Marina Drive
Redding, CA 96001

Subject: Side Letter of Agreement to MOU between the City of Redding and Redding Independent Employees' Organization (RIEO) Clerical, Technical and Professional Unit relative to the Classification titled Industrial Waste Analyst

Dear Michelle:

The purpose of this letter is to codify the agreement between the City of Redding and RIEO CTP regarding the classification of Industrial Waste Analyst.

Enclosed is the agreed upon classification specification.

If this is consistent with your understanding, please sign and date this letter. Retain a copy of the letter for your records, and return the original letter to me.

Sincerely,

Sheri DeMaagd
Assistant City Manager/Personnel Director

The Organization concurs with the above:

Michelle Kempley, RIEO President

Date

c: City Council
Barry Tippin, City Manager
Chuck Aukland, Director of Public Works
Ryan Bailey, Assistant Director of Public Works
Joshua Vandiver, Wastewater Utility Manager

DEFINITION:

Under general direction, this employee is responsible for monitoring, controlling and documenting industrial and commercial wastewater and stormwater discharges in the City's collection systems.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other duties as assigned within the scope of the job classification. Not all duties listed are necessarily performed by each individual in the classification.

1. Inspection and sampling of local industries and commercial pretreatment devices, including restaurant grease interceptors and car wash sand and oil interceptors, including opening manhole lids and measuring foul smelling tank contents.

Measures: Accurate and thorough inspections and sampling are conducted in a timely manner.

2. Conduct sampling at various industrial facilities, City facilities and field locations, including the Wastewater Treatment Plant, wastewater collection system, stormwater collection system, creeks and the Sacramento River. Includes preparing, installing, and retrieving portable automatic samplers, and removing sewer manhole covers.

Measures: Samples are collected and analyzed on a regular basis.

3. Develop procedures and documents for the City's pretreatment program, including municipal code revisions, reports and forms.

Measures: Thorough and accurate documents and procedures are developed.

4. Review current literature and regulations and disseminate information appropriately.

Measures: Keeps up to date on regulations.

5. Review sampling data, analyze results, and develop appropriate reports for industry and regulatory agencies.

Measures: Complete, accurate reports are maintained.

6. Work with local businesses, other City departments, and other public agencies in evaluating the effects of hazardous chemicals on the City's Wastewater and Stormwater systems. Develop and disseminate information on pollution prevention, Best Management Practices

and stormwater controls for the educational benefit of industry and the public.

Measures: Provides adequate information to the public.

7. Develop and implement technology based local limits and revisions.

Measures: Local limits developed and updated.

8. Develop and implement industrial waste survey and updates.

Measures: New and existing industries are surveyed.

9. Develop and incorporate wastewater pretreatment requirements in the building plan check process.

Measures: Wastewater pretreatment requirements developed and required in building permits.

10. Develop industrial wastewater and groundwater discharge permits and monitor compliance of permittees.

Measures: Permits developed and issued in a timely manner.

11. Maintain existing Quality Assurance (QA)/Quality Control (QC) program for sampling equipment, probes, and sample containers.

Measures: QA/QC program maintained.

12. Perform other duties as assigned within the scope of the job classification.

QUALIFICATIONS:

Knowledge of:

Industrial wastewater, commercial wastewater and stormwater monitoring and control; Federal and State pretreatment and hazardous waste regulations; proper sample collection and preservation techniques; personal computer operation (word processing, Excel spreadsheets, Access database entry, Microsoft Outlook and Power Point); and basic wastewater treatment principles.

Ability to:

Interact effectively with the public and employees. Work independently or as part of a team; communicate verbally and in writing in a clear, concise manner; deal with people tactfully and in a courteous manner; conduct field inspections, sampling, and field tests; and develop accurate and timely reports.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying: typical education would include a Bachelor of Science degree from an accredited college, university or equivalent in Chemistry, or a related field plus two years field experience dealing with industrial wastes, or equivalent combination.

Experience:

Typical experience would include two years as an Industrial Waste Inspector or equivalent working with an E.P.A. approved pretreatment program.

Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.

Possession of a CWEA Environmental Compliance Inspector Grade II certification or ~~a Grade I certificate, and the ability to~~ acquire a Grade II within one year of employment.

rev 6/97
rev 8/09
rev 4/10

