



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Drinking Water Source Protection Coordinator **STATUS:** Non-exempt / Non-union
REPORTS TO: Director of Water Engineering and Operations **RANGE:** 25

POSITION SUMMARY: The Drinking Water Source Protection Coordinator position works with people throughout the community to minimize the risk of drinking water contamination. This position: 1) coordinates implementation of Springfield's Drinking Water Protection Plan and identifies strategies and opportunities for protecting Springfield's drinking water source; 2) works directly with the City of Springfield on the implementation and administration of the Drinking Water Protection Overlay District (DWPOD) and consults with the business, industry, public and residential sectors on hazardous material management and groundwater protection; 3) develops special projects and conducts education and outreach related to drinking water protection; and 4) may assist with evaluation of sampling results related to drinking water source protection. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Uses good project and time management skills to safely and efficiently complete tasks at multiple work sites and customer locations.
5. Tracks and promotes progress on the implementation of the Springfield Drinking Water Protection Plan.
6. Identifies potential risks to SUB's drinking water sources and develops and recommends strategies for reducing risk and taking proactive steps toward protection.
7. Develops, coordinates and leads special drinking water protection projects.
8. Provides outreach, education and training to businesses, residents, schools and community organizations. Attends public meetings to represent SUB and promote protection of Springfield's drinking water sources.
9. Works closely with City of Springfield staff on land issues related to development within the DWPOD. Participates in site plan review.

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10. Works with and assists new and existing businesses during all stages of the DWPOD application process including pre-application inquiries, writing of application review and response, initial inspection, and follow-up inspections. Schedules, tracks and conducts inspections of businesses for compliance with rules associated with the DWPOD.
11. Provides recommendations to customers and/or property owners about ways to comply with the DWPOD. Develops materials and resources to assist businesses with DWPOD compliance.
12. Submits documents and reports to the City of Springfield and others as needed.
13. Meets with customers to identify their needs and ensures that SUB strives to meet those needs.
14. Works with and cultivates partnerships with various entities and customers to foster cooperation and teamwork. Leads the Springfield Groundwater Guardian team and participates in the Lane County Pollution Prevention Coalition (P2C) and the Middle Fork Willamette Watershed Council Education & Outreach Committee.
15. Works in partnership with and provides resources to the Water Quality Manager and other SUB staff on projects and operational issues related to source water protection.
16. Provides reports and presentations to management.
17. Responds to outside inquiries from businesses, residents and other agency staff. Connects customers and others with relevant resources and contacts.
18. Monitors activities at the local and state level to identify opportunities for drinking water protection and potential threats.
19. Maintains valid Oregon driver's license and good driving and safety record.

Marginal Functions

20. Develops, modifies and produces special reports.
21. Assists in receiving and follow-up on customer water quality complaints.

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above qualifications, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct

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- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

- Minimum four years of progressively responsible experience in contaminant site investigations, related environmental cleanup activities, industrial chemical risk evaluations, wellhead protection, watershed protection or other related chemical or environmental work. Applicable course work or training may substitute for the required experience
- Experience in public speaking, education and training

Knowledge, Skills & Abilities

- Chemistry, microbiology and chemicals that pose a risk of aquifer contamination
- Regulated drinking water chemicals and water physical parameters
- Water quality sampling protocols and building codes and permit processes (preferred)
- Proficiency in Microsoft Office Outlook, Excel, Word and PowerPoint software
- Excellent electronic and manual records management
- Develop and present educational materials and seminars to various groups
- Writing and managing grants and developing and coordinating projects
- Excellent interpersonal and public speaking skills
- Communicate effectively orally and in writing
- Professional interactions with customers, fellow employees, city, county and state agencies
- Ability to use appropriate discretion when dealing with issues of a sensitive, proprietary, or confidential nature

Education

- High school diploma or equivalent
- Bachelor's degree in related field of study or five years equivalent recent applicable work experience

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- OSHA HAZWOPER/HAZMAT certified or have the ability to obtain and maintain such certification within one year of employment
- Successfully completed Pesticide Application Training course or have the ability to obtain and maintain the required training within one year of employment

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS AND CONCENTRATION:** Maintains full alertness and concentration at all times.
- **ABILITY TO DEAL WITH STRESS:** Makes decisions calmly in stressful situations. Interacts well with co-workers. Able to coordinate many tasks at the same time, employing a variety of equipment at the same time.
- **VISION:**
 - Far visual acuity:** Sees adequately to drive a vehicle.
 - Near visual acuity:** Reads small print on maps, plans, labels, reports, numerous other written documents and computer screens.
 - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to construction hazards, holes, traffic, co-workers, movements of equipment, or objects falling from above.
 - Color vision:** Judges red, green and yellow traffic lights adequately to drive on highways.
- **HEARING:** Hears spoken conversation well in person and while on the telephone despite background noise from others in the room or other communication devices in use. Hears adequately to operate a two-way radio.
- **SPEECH:** Speaks loudly and clearly on the telephone and in person to be accurately understood at a distance of 10 feet. Speaks clearly communicating by two-way radio.
- **STANDING:** The worker stands on the job very short periods of time. The worker may, at times, be on his/her feet for longer periods of time, but maneuvers around the work site at intervals.
- **SITTING:** Worker sits on a variety of office chairs and furniture. May spend up to an eight hour shift sitting.
- **WORKER MOBILITY:** Can change positions frequently, in and out of office furniture and work trucks and vans, which requires full body bending and/or twisting. Must be able to operate manual transmission.
- **WALKING:** Walks around office and water quality sampling site(s) at times. Total walking per shift is 40-60 percent. Walking occurs on rugs, hard floors, and some outside walking on asphalt, gravel, grass and uneven surfaces.

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- **LIFTING/CARRYING:** 0-5 lbs. – often; 11-20 lbs. – occasionally, 21-40 lbs. – rarely.
- **PUSHING/PULLING:** Pushing/pulling filing drawer cabinets and other office furniture.
- **REACHING/HANDLING:** Writes and types information, draws diagrams, uses 10-key, does data entry, uses computer, opens envelopes, uses telephone, radio, operates water quality sample stations, dip or grab samples from open water bodies, etc.
- **TWISTING:** Some twisting is required when lifting items or handing items to fellow workers.
- **CLIMBING:** Climbs stairs at various site(s) for business and breaks.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** May travel outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Exposed to noise from traffic construction, heavy equipment near construction sites, jack hammers, power saws, and tamps up to six hours per day. Hearing protection is provided. Exposed to chemicals (primarily through inhaling) may occur during the process of inspecting chemical use and storage on customer premises. Must be able to wear respirator as required. Exposed to numerous types of pollen, depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.
- **PRODUCTS AND MATERIALS:** Paper goods, glue and ink.
- **MACHINES/TOOLS/EQUIPMENT:** Uses sample bottles and containers, ice chests, computer, typewriter, copier, phone, two-way radios and other office equipment.

Revised: May 1, 2017