

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** WATER AND WASTEWATER COMPLIANCE TECHNICIAN

**Department:** Public Works Water and Sewer General Government

**Job Code:** 3081

**Grade:** H12

**Exempt Status:** Non-exempt

**CHARACTERISTICS OF THE CLASS**

Under general supervision of Compliance Specialist, provides support to the department or functional area. Incumbent is responsible for field verification of utility related compliance programs such as cross connection control, reclaimed water system inspections, grease trap inspections, private lift station and sewage collection system inspections, and Industrial Pre-Treatment Program. Responsible for maintaining records and producing reports, as needed. Work is reviewed verbally, through written reports and/or through observation upon work completion and established policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Monitors and inspects special programs for compliance.
2. Responsible as directed to monitor special programs such as cross connection control, reclaimed water systems, grease trap inspections, private lift station and sewer collection system inspections, and Industrial Pre-Treatment Program.
3. Gathers information to assist in the preparation of studies and reports related to water and wastewater system performance.
4. Researches and recommends changes to existing policies and procedures and implements new programs as directed.
5. Responsible for program reports and maintenance of related files and records.
6. Responds to inquiries from the general public and provides resolutions for problem areas, verbally or in writing.

**Water and Wastewater Compliance Technician - continued**

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

High School Diploma supplemented by ten (10) years of experience in water and wastewater utility compliance or an equivalent combination of training and experience.

Must possess valid Florida driver's license.

Must possess valid Class C Water Distribution License.

Must possess valid Backflow Prevention Technician License.

**B. Knowledge, Abilities and Skills:**

Knowledge of federal, state, local guidelines, policies, procedures and regulations regarding water and sewer utility systems and equipment.

Knowledge of water and wastewater operation and maintenance processes and controls.

Ability to establish written guidelines for water and wastewater programs, policies and procedures.

Knowledge of occupational safety rules and practices.

Knowledge of operation and routine maintenance of light and heavy equipment.

Ability to understand, follow and provide oral and written instructions.

Skilled in the operation of modern office equipment including fax machine and computer programs to produce reports and schedules.

**C. Physical Requirements:**

**Water and Wastewater Compliance Technician - continued**

Task involves the regular and at times sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, stretching, standing, working in confined spaces, and lifting or carrying moderately heavy (50 pound) items and occasionally very heavy (100+ pound) items; or may involve the complex operation of gasoline, electric or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

**D. Environmental Requirements:**

Task may require frequent exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Task requires color perception and discrimination.  
Task requires sound perception and discrimination.  
Task requires odor perception and discrimination.  
Task requires depth perception and discrimination.  
Task requires texture perception and discrimination.  
Task requires visual perception and discrimination.  
Task requires oral communications ability.

Water and Wastewater Compliance Technician - continued

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Director

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee