

# COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:

## PRETREATMENT PROGRAM SPECIALIST

Open & Promotional

Job #25-EC3-01

Supplemental Questionnaire Required

Salary: \$6,505 – 8,231 / Month

Closing Date: Friday, January 31, 2025



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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion. Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**The current vacancy is in the Department of Community Development and Infrastructure, Public Works division and will be working in Sanitation Operations.** *The list established from this recruitment will be used to fill current and future full-time vacancies during the life of the eligible list.*

**THE JOB:** Under general supervision, inspects and monitors industrial and commercial wastewater sources for compliance with Federal, State and local discharge regulations; inspects pretreatment facilities, grease traps and interceptors; collects samples, and operates and maintains sampling equipment; and performs other work as required.

**THE REQUIREMENTS:** Any combination of training and experience, which would provide the required knowledges and abilities, is qualifying. A typical way to obtain this knowledge and abilities would be:



Three years of journey level experience in a related field, such as biology, chemistry, chemical engineering, hazardous waste or industrial waste process systems.

**EDUCATIONAL SUBSTITUTION:** A bachelor's degree in biological or chemical science, environmental or sanitary engineering, industrial hygiene or hazardous materials management or a related field may be substituted for two years of the required experience.

**SPECIAL REQUIREMENTS:**

Must obtain an Environmental Compliance (Industrial Waste) Inspector Grade 1 Certification issued by the California Water Environment Association within one year from the date of employment. (If the examination is not administered within this time frame, this period will be extended to the next examination administration.) Possession of a California Class C Driver's License from the start of employment. Ability to lift 55 pounds.

**KNOWLEDGE:** Working knowledge of the principles of pretreatment facilities and pretreatment facility inspection; the principles of the chemical and physical characteristics of organic and inorganic wastes; the principles of chemistry, engineering, biology, hydrology, and water quality management; Federal, State and local statutes, regulations, legislative and regulatory processes and programs, and responsibilities related to hazardous and toxic waste management and wastewater discharges; the methods of storing, handling, recovering, disposing, and recycling of hazardous, toxic, and industrial wastes into the wastewater stream; and the principles and practices of hazardous, toxic and industrial waste safety. Some knowledge of sampling procedures used to produce results that may be used as evidence in a court of law.

**ABILITY TO:** Inspect and monitor facilities discharging toxic, hazardous and industrial wastes; communicate persuasively and tactfully with commercial and industrial representatives; prepare accurate reports and written correspondence; perform required tasks under the pressure of deadlines; safely and accurately measure flows, sample wastes and perform basic analyses; maintain accurate and organized records; establish and maintain effective working relationships with those contacted in the course of work; and use computers to create spreadsheets and forms and to perform word processing; and lift up to 55 pounds.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be

eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months, and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.



**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

## **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees

**PRETREATMENT PROGRAM SPECIALIST**  
**SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response **must** also be included in the Employment History section of the application.

**Answer the questions below as completely and thoroughly as possible, as your answers may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Do you have at least three years of journey level experience in a related field, such as biology, chemistry, chemical engineering, hazardous waste or industrial waste process systems?

\_\_\_ Yes \_\_\_ No

If Yes, the related experience must be listed in the Employment History section of the application.

2. Do you have a bachelor's degree in biological or chemical science, environmental or sanitary engineering, industrial hygiene or hazardous materials management or a related field?

\_\_\_ Yes \_\_\_ No

If Yes, the degree must be listed in the College, University, Vocational School or Institute(s) Attended section of the application.

3. Please list any related college-level course work you have completed in environmental, biological, chemical, physical or soil science, environmental health, environmental or sanitary engineering, industrial hygiene or a closely related subject area. Include for each: course title, name of school, inclusive dates, number of units and whether they were quarter or semester units.
4. Describe your experience conducting environmental audits, industrial waste inspections of pre-treatment systems and operations or related inspection experience.
5. Describe your experience in each of the following areas:
  - a. Performing laboratory tests and analyzing laboratory data.
  - b. Wastewater sampling and operating and maintaining sampling equipment.
  - c. Applying Federal, State, or local laws to ensure industry compliance with regulations.

**Note: The provisions of this bulletin do not constitute an expressed or implied contract.**

**An Equal Opportunity Employer**

**County of Santa Cruz**

**[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)**

**LIVE Here**

**WORK Here**

**PLAY Here**