

**REGIONAL WATER RESOURCE AGENCY  
JOB DESCRIPTION**

**Job Title:** Environmental Scientist  
**Department:** Environmental Compliance  
**Reports To:** Director of Environmental Compliance  
**FLSA Status:** Exempt  
**Pay Level:** 28  
**Revised Date:** October, 2021  
**Physical and Environmental Requirements:** Heavy  
**Respirator Required:** No  
**Supervisory Responsibilities:** No  
**Work Hours (typically):** 7:00 am – 4:00 pm, M-F  
**On-call Status:** Available by Agency cell phone  
**Overnight Travel:** Occasional  
**Uniforms:** Field Wear required; Office Wear optional  
**Agency Vehicle:** Available during working hours

**JOB SUMMARY:**

Environmental Scientist will perform complex, technical, professional and administrative work in administering the RWRA pretreatment program. Duties include managing the pretreatment program and assisting Plant Operations with influent quality data for process control, as well as maintaining compliance with federal and state laws and other environmental regulations.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for the compliance of the RWRA pretreatment program with federal and state laws and assists with compliance of other environmental regulations applicable to RWRA
- Performs pretreatment calculations and assists Plant Operations with influent quality data for process control
- Ensures Agency customers (or potential customers) comply with Agency's pretreatment regulation via permits, reporting, lab data, inspections, etc.
- Reviews industrial wastewater permit applications and issues industrial wastewater permits accordingly
- Meets with potentially new industrial customers to determine if proposed waste is acceptable to the RWRA Water Reclamation Facilities; specifies the pretreatment that will be required for new waste loads
- Responsible for the implementation, updating of pretreatment programs and policies, such as the RWRA Pretreatment Regulation and RWRA Enforcement Response Plan and Guide, etc.
- Performs the administrative duties for industrial monitoring (working alongside with contracted laboratories regarding sampling), including maintaining regulatory-required records and performing data entry and files for industrial monitoring and pretreatment
- Works with the Industrial Waste Coordinator on sampling and lab data review of industrial hauled waste or other investigative/research projects of waste streams affecting plant health, as needed
- Works with the Engineering Department regarding new industry/business permits; calculating potential loading, pollutants and acceptable limits from new industry/business

- Serves as a resource to industrial customers regarding pretreatment, monitoring, and managing their waste stream to RWRA
- Manages NOV (Notice of Violations) enforcement of permittees during times of non-compliance and participates in administrative hearings with industrial customers, as needed
- Responsible for contract laboratory procedures, ensuring SOPs (Standard Operating Procedures) are followed, and serves as the contact for applicable industrial laboratory services
- Analyzes lab testing data for accuracy and compliance with industrial permits, as well as to determine process control adjustments for the RWRA Water Reclamation Facilities
- Enters industrial lab testing data, inspection data, etc. into a database as well as develops and manipulates reports for trending, planning, and process control
- Schedules and assists with industrial monitoring and assists Water Reclamation Facilities with monitoring, as needed, to include setting up samplers at industrial and/or collection system locations
- Researches new technology, chemical/biological reactions, and resources for industrial monitoring activities and changing water reclamation facility conditions
- Researches and stays abreast of environmental regulations, as well as pending environmental regulations, and communicates the information to RWRA staff
- Prepares and submits the Annual Pretreatment Report to the Kentucky Division of Water (KDOW) and participates in all pretreatment activities with KDOW, such as pretreatment compliance inspections (PCIs)
- Provides environmental data to other RWRA departments for reports as needed, such as the RWRA Annual Report for KDOW
- Participates in the customer billing process by providing industrial data and flow needed for industrial surcharges
- Duties and responsibilities may be changed and/or additionally assigned by Management at any time

**EDUCATION:**

Bachelor's degree in environmental science, environmental engineering or a science-related field, such as biology or chemistry, from a four-year college or university is required, or a combination of education and experience.

**EXPERIENCE:**

Five or more years of progressive experience in environmental operation, regulatory compliance or managing industrial compliance is required. Requires a working knowledge of chemistry, the properties of water, and the use of re-agents to change constituency of effluent. Requires a working knowledge of water flow and water quality principles, practices and regulations. Managerial and supervisory experience is preferred. Understanding of pretreatment regulations and water reclamation facility operations is preferred.

**MINIMUM QUALIFICATIONS:**

Must be 18 years of age or older. Must pass the drug and alcohol test and background check. Must meet minimum physical requirements for the job as set forth by the organization's physician.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals and complex, legal documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write correspondence using original or innovative techniques or style. Ability to make effective presentations on complex topics to top management, public groups and/or boards of directors.

**MATHEMATICAL SKILLS:**

Ability to comprehend and apply mathematical equations and complex computations necessary to fulfill essential job duties as required.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and tangible variables. Understand concepts of the department and investigate new technologies and how they may be incorporated.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid driver's license, prior to employment. Pretreatment Certification is required, or to at least be obtained within a reasonable period of time.

**OTHER KNOWLEDGE AND/OR SKILLS:**

Knowledge of wastewater principles and practices, hydraulics, including gravity and pumped storm and sanitary sewer systems is preferred. Ability to effectively communicate and professionally respond to complex issues from customers, public groups and regulatory agencies. Ability to maintain confidentiality throughout various assigned tasks. High level of proficiency in relational database management and report development, as well as Microsoft Office, internet, and email usage, is required.

**COMMENTS:**

All employees of the Regional Water Resource Agency (RWRA) must adhere to the applicable provisions of the RWRA Employee Handbook, RWRA Drug & Alcohol Policy, and any other local, state, or federal regulations that apply. RWRA is a drug-free workplace; therefore, all employees are subject to drug and alcohol testing.

**ACKNOWLEDGMENT:**

I acknowledge that I have read the job description and requirements for the Environmental Scientist position, and I certify that I can perform these functions.

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Employee Signature

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Date

**SUMMARY OF STANDARD WORK REQUIREMENTS  
NEEDED TO PERFORM ESSENTIAL JOB DUTIES**

Job Title: Environmental Scientist  
 Job Class: Heavy (51-100 lbs)

**A. POSITIONAL DEMANDS**

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
1. Standing		X		
2. Walking			X	
3. Sitting				X
4. Balancing		X		
5. <b>Climbing:</b>				
a. Stairs		X		
b. Ladders		X		
6. <b>Reaching:</b>				
a. Forward			X	
b. Overhead		X		
7. Stooping		X		
8. Crouching		X		
9. Kneeling		X		
10. Crawling		X		
11. Feeling		X		
12. <b>Grasping:</b>				
a. Simple Hand		X		
b. Firm Hand		X		
13. Fingering		X		
14. Object Handling			X	
15. Operating Controls			X	

**B. PHYSICAL DEMANDS**

1. <b>Lift:</b>				
a. Up to 10 pounds				X
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
2. <b>Carry:</b>				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
3. <b>Push:</b>				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds		X		
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
<b>4. Pull:</b>				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

**C. SENSORY REQUIREMENTS**

<b>1. Vision:</b>				
a. Far			X	
b. Near				X
2. Depth Perception				X
3. Color Discrimination			X	
4. Field Vision		X		
5. Accommodation		X		
<b>6. Perception:</b>				
a. Spatial		X		
b. Form		X		
7. Feeling			X	
8. Speaking			X	
9. Hearing			X	

**D. WORK ENVIRONMENT (Exposures)**

1. Inside Environment			X	
2. Weather Conditions		X		
3. Temperature		X		
4. Cold		X		
5. Heat		X		
6. Wet/Humidity		X		
7. Biological Agents		X		
8. Human Body Fluids		X		
9. Chemicals		X		
10. Hazardous Materials		X		
11. Floor Surface		X		
12. Lighting		X		
13. Vibration		X		
14. Unprotected Heights		X		
15. Confined/Cluttered		X		
16. Moving Equipment		X		
17. Fumes/Airborne Particles	X			
18. Hazards	X			