

ENVIRONMENTAL COMPLIANCE SUPERVISOR

Position Code: 2260
WC Code: 7580
FLSA Status: Non-Exempt
Pay Grade: 352
Location: Public Services
Approval Date: 2018

General Statement of Duties

Directs and coordinates the Laboratory and Pretreatment programs; ensures enforcement of all ordinances in protection of the Publicly Owned Treatment Works, and operates the laboratory.

Distinguishing Features of the Class

An employee in this class performs a variety of supervisory, operational and maintenance duties designed to ensure normal biological/chemical readings of the influent coming into within the WWTP so that there will not be "Plant Upsets" that will result in under treated water leaving the plant. This work includes investigating the sources of abnormal readings and taking appropriate action to correct them, including assessing fines. The person also oversees customer compliance, particularly the Fats/Oils/Grease (FOG) program and the people who administer it, which keeps these materials from entering the sewer system. This person also oversees and supervises the Laboratory Staff, along with reviewing and certifying the data and reports that they send out.

Duties and Responsibilities

Monitors pretreatment data for abnormal readings; investigates the source of abnormal readings and take appropriate action.

Interprets and advises regarding abnormal treatment plant readings.

Discusses, explains, and resolves customer inquiries and complaints.

Assists with chemical/biological testing; creates, distributes, and maintains associated records and reports.

Develops, monitors, and performs quality control programs and reviews.

Monitors and maintains all inventories essential to environmental compliance tests and activities.

Researches methodologies and establishes standard operating procedures.

Prepares, submits, and maintains all required regulatory reports and responses.

Reviews and certifies lab data.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Knowledge of applicable Federal, State and local laws and regulations

Knowledge of current environmental best management practices and compliance techniques/technologies

Knowledge of operations, services and activities of the wastewater treatment plant

Knowledge of applicable mathematical calculations

Knowledge of principles of business letter writing, report preparation, technical research and analysis.

Knowledge of modern office procedures, methods and computer equipment.

Ability to establish, maintain, and implement environmental compliance and pollution programs

Ability to negotiate and manage complex planning projects with consultants and developers

Ability to prepare and conduct presentations, prepare clear and concise reports, organize and correlate statistical data and work independently in the absence of supervision

Ability to communicate clearly and concisely, both orally and in writing

Ability to maintain composure in emergency and non-emergency situations and exercise sound judgment and decision making

Ability to read and understand diagrams and plans.

Ability to observe physical and environmental surroundings with attention to detail

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Physical Requirements

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common, physical characteristics and abilities such as mobility and dexterity.

Minimum Education and Experience

High School Diploma or GED and seven to ten years directly related experience; or an Associate's Degree from an accredited community college and three to five years directly related experience; or a Bachelor's Degree from an accredited college or university and two years directly related experience.

Special Requirements

Possession of a Biological Water Pollution Control (WW) Grade IV Certificate. Must obtain a Lab Analyst Certificate and and Pretreatment Program Specialist Certificate within one year.