



ENVIRONMENTAL COMPLIANCE SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing environmental compliance duties; plans and coordinates a comprehensive Environmental Compliance program including industrial user discharges, as well as compliance with wastewater, storm water, air quality, and hazardous substance regulations; administers the City's environmental compliance and storm water and waste water inspection programs; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Engineering Manager. Exercises direct supervision over technical and administrative staff.

CLASS CHARACTERISTICS

This classification is the supervisory level within the Environmental Compliance series that exercises independent judgment on diverse and specialized water and environmental compliance functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Engineering Manager in that the latter has full management authority in planning, organizing, and directing the full scope of the Division.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff providing support to Water and Environmental Compliance functions, as well as the Household Hazardous Waste Program, and the Environmental Engineering section; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for the City's programs to include environmental compliance, storm water inspection, wastewater quality, fats, oils, and gas (FOG) program, and household hazardous waste; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Implements and ensures compliance with federal and state environmental regulations including the National Pollutant Discharge Elimination System (NPDES); interprets and implements new regulations relating to the Resource Conservation and Recovery Act and the Clean Water Act; administers the Hazardous Substances Management and Household Hazardous Waste Program.
- Provides staff assistance to management; prepares, maintains records, and presents staff reports and other written materials as mandated, including Wastewater Discharge permits and reports for the South Coast Air Quality Management District (SCAQMD), Federal Pretreatment Program, Annual Municipal Separate Storm Sewer System (MS4), and the Inland Empire Utility Agency; supervises the

establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.

- Reviews, approves, and conduct field inspections to verify Water Quality Management Plans (WQMP).
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Manages the operations of the Household Hazardous Waste Program collection facility; ensures the facility is staffed with trained personnel and personnel follow regulations and operating procedures; conducts public education activities; attends related meetings and prepares related reports.
- Coordinates assigned services and operations with other divisions including wastewater planning, sewer overflow incidents, public works' engineering projects related to environmental compliance; collaborates with various outside agencies.
- Oversees the City's General Waste Discharge Requirement (WDR) Permit program.
- Conducts a variety of program and functional studies and investigations; recommends modifications to assigned programs, policies, and procedures; recommends methods to control or treat storm water and wastewater contamination; evaluates alternative treatment methods to comply with water and wastewater regulations; plans, estimates costs, and conducts investigations of illicit discharge related to wastewater quality control.
- Applies for and administers various state and regional grants to receive funding for environmental program initiatives.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors, justifies, and reports expenditures.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and outside agencies; recommends corrective actions to resolve issues.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Record keeping and filing systems and methods.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned program, department, or division.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility including NPDES, RCRA, Clean Water Act, and Household Hazardous Waste regulations.

- Operations, services, and activities related to environmental compliance, household hazardous waste, and storm water inspection programs
- Operational characteristics of maintenance and construction equipment and tools used in work activities.
- Proper and safe operation of equipment and machinery.
- Mathematical principles.
- Principles, practices, methods, techniques, and regulations governing City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make decisions regarding operational and personnel functions.
- Analyze unusual situations and resolve them through application of supervisory principles and practices.
- Develop comprehensive plans to meet future City needs and services.
- Interpret financial statements and cost accounting reports.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, databases, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by college level course work or an associate degree from an accredited college or university in environmental issues or a related field.

Experience:

- Five (5) years of increasingly responsible experience in compliance with environmental regulations and environmental inspections, including one (1) year of lead or supervisory experience.

Licenses and Certifications:

- Possession of a valid California Class “C” Driver’s License, to be maintained throughout employment.
- Possession of, or successful acquisition within 12 months of employment, a valid California Water Environment Association (CWEA) Grade III Environmental Compliance Inspector (ECI) Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

When working within an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions and periodically work in a field environment where they are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.