Environmental Services Supervisor

Summary
To plan, organize, direct and supervise the work of environmental compliance inspection and water pollution control laboratory; and of programs related to National Pollutant Discharge Elimination Program System (NPDES) permits including, wastewater discharge compliance, pollution prevention program, pretreatment program, sewer collection system, storm water, recycled water, and biosolids management; and to perform a variety of technical tasks relative to assigned area of responsibility.

Class Characteristics
Direction is provided by the Environmental Services Manager; responsibilities include the direct supervision of professional and technical positions.

This position is distinguished from the Environmental Services Manager by the latter’s responsibility for the overall management of the division.

Essential Duties, Skills, and Demands of the Position
The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Recommend and assist in the implementation of goals and objectives and establish schedules and methods for activities and operations related to the environmental compliance programs including inspection and laboratory activities; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in conducting environmental compliance inspections and laboratory operations.

Evaluate operations and activities of assigned responsibilities and recommend improvements and modifications; prepare various reports on operations and compliance activities.

Participate in budget preparation and administration including preparing cost estimates for budget recommendations, submitting justifications for staff, supplies, equipment and services, and monitoring and controlling expenditures.

Participate in the selection of staff; provide and coordinate staff training, work with employees to correct deficiencies, and implement discipline procedures, as necessary.

Oversee and administer environmental documentation for the department’s programs and projects; and oversee completion of mitigation measures as required by regulatory agencies.
Develop, implement and manage various programs related to NPDES including wastewater discharge compliance, pollution prevention programs, pretreatment programs, sewer collection system, storm water, recycled water, and biosolids management to ensure compliance with requirements.

Prepare and submit a variety of technical reports, including those required by other governmental agencies; prepare and submit permit renewals and documentation as required.

Perform technical review of existing, proposed, and new local, state, and federal environmental regulations and provide appropriate input to City management; maintain library of regulatory information.

Ensure maintenance of the Environmental Laboratory Accreditation Program certificate.

Develop, evaluate, and implement laboratory policies, procedures, and standards to meet permit requirements; review and select outside certified environmental laboratories to provide service or evaluate services.

Oversee and coordinate the completion of permit conditions and mitigation requirements for Capital Improvement Projects.

Oversee and ensure compliance with Air Quality at the water recycling plant and related facilities and ensure proper disposal of hazardous waste generate by treatment plant facilities.

Serve as a liaison with various regulatory agencies; coordinate pollution prevention activities with local businesses and other government agencies.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

**Skills/Abilities:**

Plan, organize, direct and supervise environmental compliance inspection and laboratory analysis activities.

Plan and carry out environmental programs that support Capital Improvement Projects.

Ensure that quality assurance and quality control programs for laboratory analysis and instrumentation are properly developed and maintained.

Ensure compliance with environmental standards established by Federal, State, local laws, ordinances and regulations for all regulatory programs.

Plan, implement and carry out the air quality requirements for the Department.

Exercise sound and balanced judgment in day-to-day decision making.
Analyze sets of data with simple and/or complex relationships and arrive at logical conclusions relative to these relationships; prepare technical reports.

Perform chemistry research.

Implement monitoring programs as required by the Regional Water Quality Control Board, State Water Resources Control Board, U.S. Environmental Protection Agency, Department of Public Health, and other regulatory agencies.

Analyze and interpret the results of routine and special laboratory tests.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Maintain accurate records and prepare comprehensive reports.

Effectively represent the City in contacts with the public, businesses, community organizations, regional organizations, and other government entities.

Carry out safety regulations and direct policies in order to comply with all federal, state, and local environmental and safety regulations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

**Physical Demands and Work Environment:**
While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, hear, and reach with hands and arms. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and will frequently be required to enter data into a terminal, personal computer or keyboard device and operate office equipment requiring repetitive arm/hand movement. The employee is often required to climb, balance, stoop, kneel, crouch, or crawl or use the ability to smell. The employee must be able to perform a moderate amount of physical labor, including having sufficient strength to lift, carry and/or move items up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to hear alarms and respond to others without being able to see them performing the duties of this job, the employee is often exposed to outside weather and wet conditions. Other work conditions include exposure to unpleasant odors, mechanical parts, fumes, airborne particles and moderate noise levels. There is risk of exposure to hazardous fumes and substances.

**Special Physical Requirement:**
May be required wear respiratory protection or other safety equipment, and may be required to wear foot, eye, and hearing protection.
QUALIFICATIONS

Knowledge of:
Principles and practices of developing and implementing a comprehensive environmental compliance program including NPDES permit compliance and water quality monitoring.

Pertinent local, State and Federal laws, ordinances and rules governing wastewater, water, storm water, recycled water, air quality, biosolids, pollution prevention, and industrial waste monitoring and control, including the California Environmental Quality Act (CEQA).

General chemical, biological and physical laboratory testing methods and procedures, including qualitative and quantitative analyses.

Principles of chemistry and related sciences.

Characteristics and problems involved with wastewater and environmental compliance analysis.

Methods and techniques used in sampling and principles of statistical analysis.

The proper care and maintenance of laboratory equipment; laboratory and safety methods and procedures.

Modern office procedures and computer equipment including word processing, spreadsheets, graphics, audio-visual aids, State Water Board reporting systems, operational control and reporting software.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Principles and practices of effective customer service.

Education and Experience:
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:
Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in chemistry, biology, environmental sciences, civil engineering, or a related field.

Experience:
Five years of increasingly responsible work experience in a water and/or wastewater and/or industrial laboratory setting with at least one of those years as a supervisor. Experience with interpreting and implementing complex regulations is desirable.

Licenses/Certificates:
Possession of a valid California Class C driver’s license with a satisfactory driving record.
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Possession of a California Water Environment Association (CWEA) Laboratory Analyst Grade II.

Possession of a California Water Environment Association (CWEA) Laboratory Analyst Grade III certificate is required within two years of appointment.

Additional Requirement:
Must be willing to work outside normal working hours when necessary.

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