



Environmental Services Supervisor

Summary

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

Class Characteristics

General direction is provided by a higher-level manager; responsibilities include the direct and indirect supervision of professional, technical, and/or support staff. The incumbent ensures City compliance with a broad range of regulatory and permit conditions and manages revenue from the industrial discharge and impact fee program.

This position is distinguished from the Deputy Director of Environmental Services 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, objectives, policies, and procedures and establish schedules and methods for activities and operations related to the environmental compliance programs, including inspection, environmental lands management, and stormwater.

Plan, prioritize, assign, supervise, and review the work of staff involved in conducting environmental compliance inspections, , environmental lands management, and stormwater.

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; oversee completion of mitigation measures as required by regulatory agencies.

Develop, implement, and manage various programs related to NPDES, including, 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 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.

Develop, evaluate, and implement procedures, and standards to meet permit requirements; review and select outside environmental firms to provide professional 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 ensure proper disposal of hazardous waste generated by treatment plant facilities.

Oversee and assist in the preparation of wastewater capacity fee calculations and other cost recovery fees.

Develop, evaluate, and implement pretreatment regulations, permits for industrial users, and standards to ensure compliance with pretreatment regulations.

Serve as the Deputy Director of Environmental Services in their absence as necessary.

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 stormwater regulatory compliance.

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

Ensure that quality assurance and quality control programs for pre-treatment and instrumentation are properly developed and maintained.

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

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

Utilize sound judgment to make decisions in the course of work.

Analyze sets of data with simple and/or complex relationships and arrive at logical conclusions relative to these relationships; prepare technical reports.

Perform regulatory research for wastewater, recycled water, air quality and stormwater.

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.

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.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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

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 Requirements:

May be required to wear respiratory protection or other safety equipment and foot, eye, and hearing protection.

Qualifications

Knowledge of:

Principles and practices of developing and implementing a comprehensive environmental compliance program, including NPDES permit compliance.

Pertinent federal, state, local, and department regulatory requirements, including applicable laws, codes, ordinances, regulations, and guidelines 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).

Principles of Federal pre-treatment standards.

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 related equipment; in field sampling, safety methods, and procedures.

Principles and practices of supervision, training, and performance evaluation.

Principles and practices of budget administration.

Principles and practices of safety management.

Principles and practices of effective customer service.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, graphics, State Water Board reporting systems, and operational control and reporting software.

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:

A Bachelor's degree from an accredited college or university with major course work in chemistry, biology, environmental sciences, business administration, environmental economics, civil engineering, or a related field.

Experience:

Four years of increasingly responsible work experience in a water, wastewater, stormwater, and/or industrial laboratory setting, including two years in a supervisory capacity. Experience with interpreting and implementing complex regulations is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Ability to obtain a California Water Environment Association (CWEA) Environmental Compliance Grade III certification within (18) months of appointment.

Possession of a Qualified Stormwater Pollution Prevention Plan (SWPPP) Practitioner (QSP) by the California State Water Resources Control Board is highly desirable.

Possession of a Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer (QSD) by the California State Water Resources Control Board is highly desirable.

Additional Requirements:

Must be available to work outside normal working hours when necessary.

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Revised: 11/17/2014; 08/02/2021; 10/18/2021

Department: Public Works and Utilities

FLSA Status: Exempt