



July 2018  
FLSA: Non-Exempt

## **ENVIRONMENTAL COMPLIANCE SUPERVISOR (Formerly Known as Pollution Control Supervisor)**

### **DEFINITION**

Under direction, the Environmental Compliance Supervisor position plans, organizes, supervises, directs and reviews the work of the Environmental Compliance Inspectors; and coordinates the activities of the various programs related to NPDES including pretreatment programs and stormwater programs to assure that commercial and industrial users are in compliance with codes and laws regulating sanitary sewer and stormwater discharges.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Environmental Services Director. Exercises general supervision over the daily activities of the Environmental Compliance Inspector (Previously Pollution Control Specialist I) positions.

### **CLASS CHARACTERISTICS**

This is a first line, supervisory classification in the Environmental Compliance Section. The Environmental Compliance Supervisor issues wastewater discharge permits, schedules inspection and sampling activities, and initiates enforcement activities against commercial and industrial users in violation of wastewater and storm water discharge regulations. This class is distinguished from the Environmental Compliance Inspector in that this class supervises the activities of the Environmental Compliance Section. It is further distinguished from the Environmental Services Director in that the latter class provides overall management, and oversight for compliance issues, throughout the Environmental Services Department.

### **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 that qualified employees can perform the essential functions of the job.*

The following duties are considered essential for this job classification:

- Plans, organizes, supervises, trains and reviews the performance of assigned staff; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies and labor contract provisions; identifies best-of class work practices among assigned staff and ensures uniform adoption of those practices; and directs, trains, and instructs other employees in safety procedures to be followed.
- Provides assistance to businesses with the most complex needs.
- Assists in the implementation of goals, objectives, policies and priorities of the Environmental Compliance section.
- Prepares technical reports and related correspondence and performs a variety of scientific calculations to ensure compliance with state and federal requirements.
- Assists in budget preparation and administration for the Environmental Compliance section.
- Supervises special studies and investigations for the Environmental Compliance section.
- Enforces safety regulations related to wastewater and stormwater.

- Oversees the maintenance of records regarding discharging businesses, discharge permits, inspections, and sample analysis results.
- Receives, investigates and resolves customer complaints.
- Serves as a liaison with state and federal agencies and engineers, contractors and other District Staff.
- Participates in regional workgroups to stay up to date on regulatory updates.
- Builds and maintains positive working relationships with co-workers and members of the public through good customer service.
- Schedules commercial and industrial inspections, issues discharge permits and negotiates the conditions of these permits.
- Conducts and assists in field studies, analysis and sampling of the sanitary or storm sewer systems.
- May review the results of laboratory analysis in order to determine commercial and industrial user compliance, initiates enforcement actions, compiles related information and prepares reports of activities.
- Visits and inspects local commercial and industrial businesses including restaurants, auto body repair shops, etc.
- Reports results of activities to the Environmental Services Director and may perform other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of effective supervision, including work planning, assignment review, evaluation, discipline, and the training of staff in work procedures;
- Budget evaluation, structure and administration.
- Safe work practices and procedures.
- Occupational hazards and standard safety precautions necessary within the stormwater and pretreatment programs.
- Regional, state and federal regulations pertaining to the stormwater and pretreatment programs.
- Principles and practices of developing and implementing comprehensive pretreatment and stormwater programs.
- Principles and methods used in chemical, bacteriological, physical, and instrument analyses of wastewater, industrial waste, and stormwater.
- Principles of wastewater treatment; analytical, organic, and inorganic chemistry.
- Equipment and material requirements for efficient water quality monitoring operations.
- Prioritization of maintenance requirements of laboratory equipment, instruments, sampling devices and related support systems.
- Modern office procedures and computer equipment.

### **Ability to:**

- Supervise, train, plan, organize, schedule, assign and evaluate the work of assigned staff.
- Communicate clearly and concisely, orally and in writing.
- Interact effectively with those contacted in the course of work.
- Utilize computers in evaluating reports and data and for communication.
- Diagnose laboratory quality assurance problems and provide recommendations for the resolution of those problems.
- Maintain records and files and prepare a variety of complex technical reports.
- Supervise and participate in the operation of equipment and instruments commonly found in environmental laboratories, or industrial waste programs.

**Education and Experience:**

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

Graduation from a four (4) year college with a major in the physical or biological sciences field or completion of college level courses equivalent to an AS degree and two (2) years of experience. Experience may be substituted for education on two (2) years of experience for one (1) year of education basis up to a maximum of two (2) years. Experience must be in a field performing tasks similar to those described herein.

**Licenses and Certifications:**

Must possess a current grade II or higher Environmental Compliance Inspector certificate issued by the California Waster Environment Association at the time of employment.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage](#)

**PHYSICAL DEMANDS**

[LINK to Environmental Compliance Supervisor Physical Demands](#)

**WORKING CONDITIONS**

The Environmental Compliance Supervisor reviews laboratory results and prepares reports; these activities require observing or monitoring data to comply with operating and safety standards. Incumbents communicate with industrial users orally, face to face and using a telephone. Data is entered and retrieved by keyboard. The work involves sitting for extended periods of time with the ability to move at will. Field inspection activities occasionally require the incumbent to walk over uneven ground and to climb up and down ladders and stairs. During site inspections an incumbent may use and draw maps, graphs, schematics or blueprints of site layouts and examine reports in order to determine compliance with regulations.

**ADDITIONAL INFORMATION**

**Disaster Service Worker:**

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.