



January 2020
FLSA: Exempt

ENVIRONMENTAL SERVICES SUPERINTENDENT (3 Steps) (Formerly known as Environmental Specialist)

DEFINITION

The Environmental Services Superintendent is a management position that assists in the implementation of state- and federally-mandated programs for wastewater, biosolids and stormwater.

SUPERVISION RECEIVED AND EXERCISED

The Environmental Services Superintendent reports directly to and receives support from the Director of Environmental Services, and provides supervision to the Laboratory Supervisor and the Environmental Compliance Supervisor, and has sufficient authority and organizational freedom to: identify quality problems; to initiate, recommend or provide solutions; and to verify implementation of solutions. This position also meets the definition of “quality manager” in the 2016 TNI Standard v2.1 (V1M2 4.1.7.1). The Environmental Services Superintendent may assume the responsibilities of the Director of Environmental Services in his/her absence.

CLASS CHARACTERISTICS

The Environmental Services Superintendent is responsible for developing, directing and coordinating a comprehensive laboratory program to ensure high quality analytical results, maintain certification as a fully accredited environmental laboratory and ensure all applicable laboratory quality assurance programs and procedures are followed. The position is also responsible for generating reports and correspondence related to work performed by the Environmental Services Department and is responsible for performing other related work as required. The Environmental Services Superintendent is distinguished from the Director of Environmental Services in that the latter has overall responsibility for the Environmental Services Department and the former provides management support to the Director.

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:

- Development of QA procedures, instructions and plans.
- Writing, reviewing, approving and updating SOPs.
- Making all individuals in the laboratory aware of relevant QA practices.
- Maintaining surveillance over all routine and non-routine aspects of the QA program.
- Evaluating Quality Control (QC) data reports.
- Performing inspections and providing follow-up action.
- Making recommendations for resolution of problems and management evaluation.
- Coordinating QA activities among laboratory personnel. e.g., propose changes of policies or procedure.
- Forwarding audit reports to the Laboratory Supervisor for corrective action.
- Reinitiating analyses as necessary.
- Ensures that all monitoring required by NPDES permits, special studies or other regulatory requirements are conducted properly and in accordance with the appropriate regulatory requirements.

- Assists in the interpretation and implementation of codes and regulations concerning wastewater.
- Responsible for identifying and following the status of new and proposed regulations that could affect the District; this includes attending meetings, workshops and hearings to keep abreast of important dates and requirements that may affect the District.
- Responsible for the preparation of reports and correspondence to ensure or demonstrate compliance with regulatory requirements, submitting information in both hardcopy and electronic format.
- Responsible for preparing and submitting reports, applications, and correspondence for certification of the Laboratory by the State Environmental Laboratory Accreditation Program.
- Assists in coordinating the operations of the Tubbs Island Biosolids Project; this includes maintaining an accurate inventory of the Biosolids produced and hauled to Tubbs Island, determining agronomical Biosolids application rates, coordinating with the contract farmer and submitting reports to Federal, State and Local agencies.
- Works closely with the Laboratory division to assure that ongoing projects and programs continue to run effectively.
- Responsible for overseeing the storage, transportation and disposal of all hazardous wastes generated by the District.
- Assists in the daily management and supervision of the Laboratory and Environmental Compliance Divisions.
- Reviews and compiles data collected in the laboratory and field.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, state and local regulations related to wastewater, stormwater and biosolids.
- Principles and practices of laboratory quality assurance and quality control.
- Laboratory safety practices and procedures.
- Good laboratory practices in a regulated environment (experience with ISO/TNI highly desirable but not required).
- Computer based laboratory information management systems.
- Supervisory techniques to build cooperative, collaborative teams.

Ability to:

- Understand and follow written and verbal instructions.
- Work with and supervise others, delegate and accept direction.
- Prepare clear, complete, and technically accurate data summaries, correspondence, and reports.
- Interpret regulations and possess a strong background in chemistry, biology and/or environmental science.
- Walk on uneven surfaces.
- Work in inclement weather.
- Communicate with irate or difficult people.
- Accept constructive criticism from supervisors, co-workers, and subordinate employees.

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 physical or biological sciences and five (5) years of experience or the completion of college level courses equivalent to an AS Degree and ten (10) years of experience. A minimum of three (3) years of supervisory or managerial experience is required. Experience must be in the wastewater industry performing laboratory or source control related work.

Licenses and Certifications:

Must obtain a valid Grade III or higher Laboratory Analyst certificate issued by the California Water Environment Association within one year of employment. A current Environmental Compliance Inspector certificate issued by the California Water Environment Association is highly desirable but not required.

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 Services Superintendent Physical Demands](#)

ENVIRONMENTAL CONDITIONS

Primarily works indoors in climate-controlled office setting. May work outdoors in all weather conditions. Employees work in a laboratory setting and may be exposed to potentially toxic chemicals and conditions. When working in the field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

This position generates laboratory results and prepares reports; these activities require observing or monitoring data to comply with operating and safety standards. Data is entered and retrieved by keyboard. The work involves sitting for extended periods of time with the ability to move at will. Field activities occasionally require the incumbent to walk over uneven ground and to climb up and down ladders and stairs.

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.