

ENVIRONMENTAL UTILITIES COMPLIANCE ADMINISTRATOR

DEFINITION

To plan, organize, direct and supervise a comprehensive regulatory compliance program, including water quality laboratory and industrial waste activities within the Environmental Utilities Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wastewater Utility Manager.

Exercises direct supervision over assigned supervisory and technical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for a variety of water quality and industrial waste activities and implement policies and procedures.

Plan, develop and oversee the work of staff involved in water quality laboratory and industrial waste activities.

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

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for various laboratory and industrial waste activities; monitor and control related expenditures.

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

Administer the City's Water Quality Laboratories and Industrial Waste Program; manage and coordinate associated compliance activities, ensuring that process control, permit compliance and industrial user compliance are reported in a timely manner to all pertinent Federal, State and local regulatory agencies.

Develop, coordinate and administer an inventory of regulatory reporting requirements for Water, Wastewater and a portion of Solid Waste Utilities; establish performance standards, controls, communications and methods to ensure regulatory compliance; develop and implement best practices and procedures commensurate with identified inventory.

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Develop and document compliance related work processes and procedures in coordination with Department staff.

Provide analytical and operational support for the National Pollutant Discharge Elimination System (NPDES) permit program; oversee preparation and electronic submittal of compliance reports to regulatory agencies.

Serve as alternate Legally Responsible Official as required by Wastewater Treatment Plant NPDES permits.

Review reports for accuracy; manage and direct the Historical Data Repository to ensure data records are accurate and complete; provide assistance and training to Water and Wastewater Utility staff and managers in developing and maintaining reports and other documentation.

Oversee and administer consulting contracts as needed to assist in completing necessary reporting, permit negotiations, and implementation of compliance programs.

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.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices used in complex chemical, bacteriological and physical analyses associated with wastewater and industrial waste treatment.

Modern laboratory procedures and equipment, including computer uses and applications as applied to laboratory operation and analysis.

Principles and practices of program management and administration.

Principles of supervision, training and performance evaluation.

Principles of budget monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of work safety.

Ability to:

Organize, implement and direct regulatory compliance operations related to water quality laboratory and industrial waste activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 30 pounds or less.

Read and understand a variety of regulatory reports, ensuring accuracy and compliance.

Interpret and explain pertinent City and department policies and procedures.

Oversee and administer consulting contracts.

Collect, compile and analyze wastewater, drinking water, sludge, industrial waste, surface water, and other related sample sources.

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

Supervise, train and evaluate personnel.

Develop and recommend policies and procedures related to assigned operations.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in regulatory compliance and project management, including two years of supervisory experience.

AND

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Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, bacteriology, biology, environmental sciences, sanitary or public health engineering or a related field.

License or Certificate

Possession of, or ability to obtain, a California driver's license.

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