

MAJOR FUNCTION

This is responsible administrative, supervisory, and technical work in planning, organizing and administering programs to prevent the introduction of hazardous or toxic substances into the City-owned sewer collection system, water reclamation facility, stormwater conveyance and management systems, surface waters and groundwater or aquifer. Work involves the implementation of the Aquifer Protection and Industrial Pretreatment programs through routine inspections, outreach and education, remediation and enforcement of local, State and Federal rules. Work is performed under the general supervision of the Manager-Water Quality and is performed with considerable latitude for the use of independent judgment. Work is reviewed through conferences, written reports, and observation for the achievement of desired results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, organizes and oversees daily activities associated with inspections, outreach and education, compliance and enforcement of Aquifer Protection and Industrial Pretreatment Programs. Reviews rules, policies and procedures pertaining to Aquifer Protection and Industrial Pretreatment Programs, providing interpretations for enforcement and remediation, and recommendations for updates. Self-performs field inspections, education and outreach messaging, site plan & permits reviews and field sampling, and trains staff to do the same. Interprets laboratory results to determine compliance with rules and ordinances and recommend remediation strategies, and trains staff to do the same. Administers the permitting process for industrial and commercial facilities discharging to the City's sewer collection system and trains staff to enforce established permit criteria. Coordinates and communicates program activities with internal and external agencies and staff. Ensures that all forms, permits, contamination reports, progress reports, compliance reports are properly developed and promulgated, and that files are maintained in accordance with local, State and Federal requirements. Performs complex calculations to determine compliance with pollutant loading and discharge limitations. As an Emergency Essential position, employee may be required to perform special assignments, work schedules, reporting and other services during emergency operations. Recommends hiring, transfer, advancement, grievance resolution, discipline and dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Keeps abreast of industry and job specific developments and rule changes, and makes recommendations for productivity enhancement and implements, as required. Performs special projects, as assigned.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of domestic and industrial wastewater collection and treatment processes. Considerable knowledge of State and Federal rules governing discharge of toxic and hazardous materials. Considerable knowledge of methods for conducting field inspections, including safety when working around hazardous chemicals and/or confined spaces. Knowledge of field monitoring and sampling procedures. Knowledge of chemistry and math. Ability to read and comprehend construction plans, technical manuals, legal interpretations, government laws, ordinances and regulations. Ability to communicate effectively, both orally and in writing, with internal staff, regulatory agencies and citizens. Ability to establish and maintain effective relationships, as necessitated by the work. Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil or environmental engineering, engineering technology, hydrogeology, chemistry or environmental science, or related field and three years of technical or professional experience in environmental management, stormwater management, groundwater management, wastewater collection or treatment systems and processes, , or water quality management; or an equivalent combination of training and experience. At least one year of the required experience must have been in a supervisory capacity. Successful completion for the Certified Public Manager (CPM) Program Levels 1 through 8 may substitute for one year of supervisory experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 05-22-90

Revised: 08-20-90

03-22-03

11-07-03*

02-03-04

04-24-09

10-07-20