

MAJOR FUNCTION

This is responsible professional, supervisory, administrative, and technical work managing the City's adherence to the local, state and federal regulations that govern environmental compliance and the on-going operations, including maintenance of the City's water production/distribution and wastewater collection/treatment activities. Duties include serving as liaison to regulatory agencies; interpretation of laws, regulations, rules and ordinances; environmental protection program implementation; performing technical computations; and preparation of permit applications and regulatory reports required to operate the City's water production and wastewater collection and treatment facilities. Work is performed under general administrative supervision with considerable latitude for the use of independent judgment and selection of work methods and procedures. Work is reviewed through results, inspections and conferences.

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

Serves as the in-house expert and point of contact for all water and wastewater systems regulatory and enforcement matters with local, state, and federal agencies to ensure that all components of certification, regulatory, consent and administrative orders are met. Serves as the City's environmental management representative for the water and wastewater collections Environmental Management System (EMS) Program, and coordinates all activities of the International Organization for Standardization (ISO) 14001 Program required for operation of the City's wastewater collections and treatment facilities. Reviews and analyzes regulations and legal requirements that have the potential to affect Wastewater Operations and advises management of conflicts or changes needed to ensure compliance. Reviews Federal Registry for environmental issues concerning water and wastewater that may potentially affect the utility or its customers. Develops written comments to proposed regulations affecting water and wastewater operations to reflect the City's opposition or endorsement and makes suggestions for modification. Communicates new regulations and regulation changes to water and wastewater staff and ensures their full understanding of the regulations. Identifies training requirements and makes arrangements to ensure affected staff's acquisition of mandated training or certification. Serves as project manager of the Fats, Roots, Oil and Grease (FROG) Program to reduce sanitary sewer overflows. Ensures compliance of collection system operations with environmental and safety guidelines. Ensures timely reporting of any wastewater discharge incidents to Florida Department of Environmental Protection. Ensures timely submission of all required reports or other documental to appropriate regulatory agencies. Coordinates the planning and scheduling for all maintenance tasks related to water and wastewater facilities. Develops identification, preventative, corrective action and tracking system for all sanitary sewer overflows. Prepares/revises/modifies environmental permit applications required by state, federal, and local regulatory and governmental agencies for existing and proposed facilities and associated environmental compliance systems. Performs quality control checks on all wastewater department regulatory reports submitted to Florida Department of Environmental Regulation. Conducts environmental assistance audits for all areas of the Water and Wastewater Operations Division. Takes the lead in the development of internal environmental protection policies that impact wastewater operations. Schedules contractors, recommends change orders and approves payments. Assist in budget preparations for all regulatory compliance issues for water and wastewater operations. Recommends the selection, transfer, advancement, grievance resolution, discipline and dismissal of assigned employees. Conducts performance reviews and recommends the approval or denial of merit increases. Performs related work as required.

Other Important Duties

Assists with and conducts OSHA safety and environmental training for all areas of the Water and Wastewater Operations. Completes special projects as requested. Participates in the development and implementation of strategic plans for the department. Responds to and oversees emergency

situations as needed; prepares disaster preparedness plans utilizing the Incident Command System. Serves as division director, in his/her absence. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of modern methods of Advanced Wastewater Treatment (AWT). Thorough knowledge of local, state and federal regulations and legal requirements pertaining to the water and wastewater operations. Considerable knowledge of the occupational hazards and safety precautions that should be employed in water and wastewater operations. Considerable knowledge of the methods of training and motivating employees to recognize the need for and benefits of environmental compliance. Knowledge of the permitting procedures required by state, federal, and local regulations and their application to water and wastewater operations. Knowledge of wastewater collection means and methods to eliminate sanitary sewer overflows. Knowledge of federal, state and local rules and regulations pertaining to water production/distribution and wastewater collections. Ability to gather and compile technical data and to write and present clear and persuasive reports. Ability to perform advanced mathematical computations relative to environmental analyses. Ability to maintain effective working relationships, as necessitated by the work. Ability to plan, develop and implement environmental protection plans and programs and provide the necessary training to covered staff. Ability to interpret technical information and prepare reports for use by management, co-workers and customers. Ability to communicate clearly and concisely both orally and in writing. Ability to use personal computers and the associated programs and applications that are necessary to successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil or environmental engineering, chemistry, biology, environmental science, or a related field and four years of professional experience in coordinating or managing a regulatory compliance program for utilities.

Necessary Special Requirement

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

Established: 05-08-10

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07-27-13

09-09-15