

**MAJOR FUNCTION**

This is responsible administrative, supervisory, and technical work in organizing and administering a program to prevent the introduction of hazardous or toxic substances into the City owned sewer wastewater treatment or potential contamination of the aquifer. Work involves the implementation of the Sewers and Sewage Treatment (industrial pretreatment) Code and the Aquifer Protection Code, and management of the Water Utility's Emergency Response Plan (ERP), federally mandated through the Environmental Protection Agency's (EPA) Public Health Security and Bioterrorism Preparedness and Response Act of 2002. Work is performed under the general supervision of the Water Quality Manager 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 supervises the inspections, compliance, and enforcement activities of the Industrial Pretreatment and Aquifer Protection Programs for the Underground Utilities. Leads and manages departmental staff and coordinates activities in developing a comprehensive Underground Utilities ERP. Reviews and updates Aquifer Protection and Industrial Pretreatment Codes and the Sewer Use Policy. Trains field inspection personnel in proper code compliance permit reviews, compliance sampling and to interpret lab results as required by ordinance. Develops and administers a permitting process for industrial and commercial users of the City sewer system. Oversees the general management and the daily operation of the Water Quality Division's inspection program. Coordinates and communicates program activities within the Utility, Management and Administration, Growth Management, and Planning Departments. Insures that all of the proper forms, compliance reports, permits, permit applications, progress reports, compliance reports, and potential contamination reports are developed, promulgated and data base files are maintained in accordance with the ordinance, Florida rules and laws, and EPA criteria. Performs complex calculations to establish local acceptable pollutant concentrations. Performs and supervises onsite inspections of industries and field data collection and sampling. 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 makes suggestions for productivity enhancement. Performs special projects. Performs related work as requested.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of domestic and industrial wastewater treatment processes. Considerable knowledge of State and Federal rules governing discharge of toxic and hazardous materials. Considerable knowledge of hydro geologic principles. Considerable knowledge of methods for conducting field inspection. Considerable knowledge of field safety when working around manholes and hazardous chemicals. Knowledge of field monitoring procedures. Knowledge of computer databases. Knowledge of chemistry and math. Ability to read, comprehend, prepare and implement technical manuals, legal interpretations, government laws, ordinances and regulations. Ability to communicate effectively both orally and in writing. Ability to conduct field inspections. Ability to manage and supervise subordinates and multiple projects in an efficient and professional manner.

Ability to establish and maintain effective working 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, sanitary or environmental engineering and three years of technical or professional experience in waste stream processes, environmental management, wastewater collection or groundwater protection; or possession of a bachelor's degree in chemistry, physics, geology, hydrogeology or a related field and four years of technical or professional experience in groundwater investigations or water/wastewater quality; or an equivalent combination of training and experience. At least one year of the required experience must have been in a supervisory capacity.

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