



Environmental Programs Coordinator

Purpose of the role:

Under direction, plans, manages and administers the City's Industrial Waste/Pretreatment Program through monitoring, enforcement and education activities in accordance with, and through administration of federal, state and local regulation; plans, manages and administers the City's Drinking Water Quality Assurance Program in accordance with state regulation; plans and administers the Illicit Discharge Control and Business Outreach Programs of the Stormwater Quality Management Program; and performs related duties as required.

Distinguishing Characteristics:

The Environmental Programs Coordinator is responsible for administrating the federally mandated and locally enacted Industrial Waste/Pretreatment program through a permit and compliance monitoring program; and for assuring the quality of drinking water supply through monitoring, sampling, testing and education programs; and for overseeing and administering the Illicit Discharge Control and Business Outreach Programs through inspection, education and enforcement activities.

The Environmental Programs Coordinator is distinguished from the Environmental Programs Inspector series in that the Coordinator is responsible for overall program planning, management and supervision of personnel. The Coordinator also represents the City as a liaison with the appropriate regulatory agencies in regard to the subject programs which may include US-EPA, California Department of Health Services, California State Regional Water Quality Control Board, and others.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, prepares and administers the City's Industrial Waste/Pretreatment inspection and compliance monitoring program in accordance with federal, state and local regulation; communicates laws and procedures of federal, state, and City agencies to business owners and operators.
- Participates in the selection, training and evaluation of assigned staff; works with employees to correct deficiencies; implements discipline procedures.
- Evaluates industrial self-monitoring analytical data and City obtained verification monitoring with other analytical data for compliance evaluation and regulatory reporting.
- Drafts and issues permits, prepares Notice of Violation, Compliance Schedules and initiates other enforcement actions.
- Plans and administers the industrial waste site inspection survey of

all industries discharging to the sewer system.

- Plans, administers and manages the Drinking Water Quality Assurance Program in accordance with State regulation; oversees staff responsible for sampling, testing, data evaluation and the coordination of the program management.
- Administers illicit discharge control and business outreach programs in accordance with permit requirements and state and federal regulations; investigates reports of illicit discharge to storm drains; works with business interest and industry to minimize and/or eliminate the discharge of pollutants to storm drains and municipal waterways.
- Analyzes relevant legislation, developments and industry trends; prepares policy statements and recommends City position on issues related to potable water quality and wastewater treatment plant discharge.
- Meets with corporate officers, managers, owners, consultants and developers regarding industrial waste discharge requirements, limitations and prohibitions and urban run-off pollution prevention requirements.
- Reviews applications, plans and blue prints associated with plumbing, drainage and pre-treatment equipment; determines wastewater service charges for industrial accounts.
- Coordinates the facility inspection, monitoring and industrial waste sampling schedule for permitted industrial discharges.
- Plans and manages the water distribution system and reservoir sampling program.
- Produces and distributes the annual Water Quality Report.
- Responds to public inquiries; prepares regular and special reports; coordinates with other City departments.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Chemistry and biology as they relate to wastewater treatment.
- Inspection methods, sampling and testing procedures used in testing water, wastewater and industrial waste.
- Federal, state and local laws, regulations, codes and public policy concerning drinking water, wastewater, stormwater, hazardous materials and hazardous waste storage.
- Principles, theories and practices of environmental engineering.
- Supervisory principles and practices.
- Principles of supervision, training and performance evaluation.
- Analytical report writing and presentation.
- Environmental issues relevant to wastewater treatment, industrial waste, drinking water quality management, stormwater quality, pollution prevention, and resource management.
- Operations and maintenance of wastewater treatment facilities.

***Desired
Minimum
Qualifications:***

- General practices in the operations of various industrial pretreatment systems.
- Occupational hazards and standard safety practices.
- Office procedures, methods, and equipment including computers and applicable software applications.

Ability to:

- Understand, interpret and apply complex laws and technical material related to industrial waste, water quality management, public health, pollution prevention and related environmental issues.
- Develop and administer a variety of environmentally compliant programs in accordance with established regulations and procedures.
- Prepare policy statements and recommend City position on issues related to environmental compliance.
- Prepare correspondence and maintain detailed records and reports using standard office and computer equipment.
- Enforce regulations with tact, firmness and consistency.
- Supervise, train and coordinate the activities of assigned staff to meet changing priorities and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer- Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in chemistry, biology, environmental science or a related field.

***Education and
Experience
Guidelines:***

Experience:

Four years of experience in wastewater treatment, industrial waste inspection, environmental health or a closely related field.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

The ability to obtain and maintain Technical Certification in Environmental Compliance required within one year of employment (as issued by the California Water Environment Association, Grade II minimum).

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift and move up to 75 pounds; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; regular interaction with City officials, staff, the general public, and regulatory agencies.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: 10/20/05

Required experience increased by one year; also increased certification to Grade II minimum and removed certification in industrial waste inspection. 10-20-05