

CITY OF FRESNO

620005

SUPERVISING ENVIRONMENTAL CONTROL OFFICER

DEFINITION

Under direction, plans, coordinates, assigns, participates in, directs, and supervises the day-to-day activities of the City's Wastewater Environmental Services Control Unit.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Chief of Wastewater Environmental Services. Exercises direct supervision over environmental control staff and activities.

DISTINGUISHING CHARACTERISTICS

Supervising Environmental Control Officer is distinguished from Chief of Wastewater Environmental Services in that the incumbent of the latter plans, coordinates and directs the overall operation and maintenance activities of the Wastewater Environmental Services Section. Supervising Environmental Control Officer differs from Environmental Control Officer in that incumbents of the latter enforce the provisions of wastewater discharge permits, ordinances and applicable rules and regulations to ensure compliance with a variety of local, state, and federal requirements.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Plans, coordinates, assigns, participates in, directs and supervises environmental control programs and the day-to-day work activities of environmental control staff.

Plans, schedules, assigns, and evaluates environmental control staff; supervises and provides training; ensures adherence to policies, rules, regulations, work methods, and safety practices; ensures compliance with local, state, and federal statutes, rules, and regulations.

Assists in administering, determining, analyzing, and recommending environmental control operational processes, policies, procedures, and programs, including but not limited to, Publicly Owned Treatment Works (POTW) compliance, Industrial Pretreatment Program (IPP) monitoring and enforcement, Wastewater Discharge applications and permitting, Revenue Program fees, charges, surcharges and collection, and inspection, monitoring, enforcement and compliance activities.

Plans, executes and evaluates programs, policies and procedures designed to enhance and maintain statutory compliance, efficient service delivery, prevent service interruption, protect capital investment, and other environmental control goals and objectives.

Evaluates the effectiveness of environmental control operational processes and program activities; collects, compiles, and analyzes data; prepares and recommends modifications to state legislation, local ordinances, policies, and procedures; reviews, researches, and prepares technical reports.

Assists in administering and reviewing application and permitting processes, inspection reporting and reports, compliance schedules, site referral and investigation reports, and industrial billing and regulatory information; reviews and recommends enforcement actions and strategies; reviews plans, blueprints and industrial and waste treatment and disposal facilities for statutory compliance.

Ensures timely response and investigation of all public and customer inquiries; prompt correction of faulty conditions; provides assistance and direction.

Coordinates environmental control operational and program activities with other City divisions, departments, and public and private agencies.

Routinely records and reports work activities within targeted geographical areas; develops recommendations for purchasing appropriate equipment and materials; estimates materials and equipment needs; maintains records of work time, material usage, and work performed; develops recommendations for staffing modifications and improvements to environmental control operations and programs.

Prepares or directs the preparation of necessary reports, logs, memoranda, correspondence, and other data.

Participates in goal setting, budgeting, strategic planning, and organizational development for the division; may identify barriers to goal achievement and recommend solutions.

Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Extensive Knowledge of:

And ability to interpret, analyze, and enforce federal, state, and local statutes, codes, rules, regulations, procedures and practices governing, but not limited to, water, wastewater, and biosolids.

Commercial and industrial wastewater and the methods of detecting industrial waste components in wastewater.

Inspection methods, sample collection and preservation, chain of custody, approved testing methods, and the toxic constituents of wastewater, groundwater, surface water, air, and sludge.

Installation and methods of operating and maintaining equipment used for the pretreatment and control of industrial waste prior to discharge into the wastewater collection systems; wastewater treatment and pretreatment systems at industrial and POTW settings.

Flow measurement and related equipment, including but not limited to, characteristics and types of weirs and flumes.

Considerable Knowledge of:

Principles, practices, methods, materials, procedures, facilities and equipment used in bacteriology, organic chemistry and inorganic chemistry.

Safety programs and practices applicable to wastewater environmental control.

Contemporary management practices, effective supervisory skills, and employee development techniques.

Skills to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, coordinate, assign, and direct the work of subordinate staff.

Supervise, train, and evaluate subordinate staff.

Establish and maintain effective working relationships at all organization levels, including the public.

Communicate effectively orally and in writing.

Plan, organize, and direct projects.

Establish and maintain effective record keeping systems, and prepare a variety of comprehensive administrative and technical documents and reports.

Critically and analytically think and apply.

MINIMUM QUALIFICATIONS

Experience:

Two (2) years of progressively responsible full-time experience in a water/wastewater quality control environment.

AND

Education:

Graduation from an accredited college or university with a Bachelor's Degree in chemistry, environmental science, biology, chemical engineering, or closely related field as determined by the department director/designee.

OR

Certification:

Possess at time of application, and continue to maintain throughout employment, a valid Environmental Compliance Inspector Certificate, Grade IV, issued by the California Water Environment Association.

Special Requirements:

Possession at time of appointment and continued maintenance of a valid California Driver License.

APPROVED: _____
Director

DATE: _____