

CITY OF FONTANA ENVIRONMENTAL CONTROL SUPERVISOR

DEFINITION: Under general supervision, will schedule, monitor, instruct, supervise, and implement the activities of the Environmental Division's operations and performs other related duties. This position exercises direct supervision over assigned professional and clerical staff. This position receives direction from higher level supervisory and management staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Assist in the development and implementation of policies and procedures related to environmental, wastewater and household hazardous waste activities.
- Establish on-site inspections of various establishments for compliance with environmental regulations.
- Issue industrial waste permits; enforce the provisions of the permit and applicable ordinances; issue notices of violations.
- Develop community and user understanding and cooperation through continuing programs of public relations and education.
- Recommend assessment of penalties for non-compliance.
- Supervise the Storm Water Management Program.
- Supervise the operation of the City Household Hazardous Waste Collection Center.
- Monitor businesses for hazardous materials management.
- Determine the effects of industrial wastewaters on the sanitary sewer system, personnel, treatment, and environment.
- Secure evidence of violations and appear as a witness in court as required.
- Assure that safety equipment is utilized by staff and that proper safety standards and procedures are followed.
- Prepare and present staff reports and any other necessary correspondence; present reports to City Council, commissions, committees, and boards; perform a variety of public relations and outreach work related to environmental activities.
- Perform laboratory field analysis.
- Supervise the implementation of storm water requirements.
- Supervise Environmental Compliance Inspection programs.
- Assist the County with enforcement, monitoring, permitting and reporting of storm water discharges.
- Supervise, train and evaluate personnel.
- Represent City at meetings upon assignment.
- Assist in and supervise solid waste projects and contract implementation.
- Determine required analysis for wastewater monitoring.
- Calculate mass balance formulas for determining categorical compliance.
- Interpret and apply applicable Federal, State, and local policies, procedures, laws and regulations.
- Administer Waste Hauling Franchise Agreement and associated mandated reporting.

- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Effectively communicate, both verbally and in writing, with a variety of audiences.
- Supervise daily operations for Environmental Compliance Inspection Programs.
- Sound judgment and attention to detail.
- Assist in supervision of water system and backflow prevention maintenance.
- Employee must perform any other tasks or functions deemed necessary to the daily operation of the employer.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when inspecting work and operating assigned equipment. Acute hearing is required when providing customer service to the public via phone.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Chemistry, bacteriology, biology, environmental sciences, or a closely related field of physical sciences.
- Industrial inspection activities.
- Current flow measurement techniques and monitoring equipment.
- Handling hazardous materials.
- Treatment processes and pre-treatment equipment.
- Pertinent Federal, State, and local laws, codes and regulations.
- Chain of custody procedures and enforcement response.
- Wastewater treatment processes.
- Community Sewer Collections Systems.
- Environmental compliance strategies and methods.
- Environmental reporting and testing procedures 40 CFR Part 136, guidelines establishing test procedures for the analysis of pollutants.
- Principles and practices of supervision, training and personnel management.

Experience: Two (2) years of increasingly responsible experience in industrial discharge inspection.

Education: A bachelor's degree from an accredited college or university with major coursework in chemistry, bacteriology, biology, environmental sciences or a closely related field. Experience may be substituted for the education requirement on a year for year basis.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License. Registration with the State of California as an Environmental Assessor is desirable.

Preferred Certification:

Possess an Industrial Waste Inspector Grade II Certificate.