

## **CITY OF FONTANA ENVIRONMENTAL COMPLIANCE MANAGER**

**DEFINITION:** Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Environmental Compliance Division; coordinates and acts as a liaison regionally in matters concerning wastewater, pretreatment, recycled water, stormwater, and groundwater; administers environmental compliance, inspection, and monitoring programs of the Public Works/Engineering Department, which includes water quality monitoring, industrial waste, wastewater, and hazardous materials management programs; oversees database records management processes; provides lead direction to environmental technical personnel; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Public Works/City Engineer in areas of expertise; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** This is an advanced journey level classification responsible for performing the most complex environmental compliance work. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Plan, manage, and oversee the daily functions, operations, and activities of the Environmental Compliance Division.
- Coordinate with regional parties in matters pertaining to wastewater, pretreatment, recycled water, stormwater, and groundwater.
- Participate in the development and implementation of goals, objectives, policies, and priorities for the division; recommend within division policy, appropriate service, and staffing levels; recommend and administer policies and procedures; lead project, set timelines, coordinate work schedules, and assign tasks to appropriate staff and contract personnel.
- Participate in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Oversee the recycled water program; assists in developing water resources management strategies related to the recycled water program and system expansion.
- Oversee the National Pollutant Discharge Elimination System implementation to ensure compliance with county, state, and federal requirements for protection of surface water quality.

- Develop preliminary project concept and design; prepares or oversee preparation of engineering plans, specifications, and bid documents for water quality, sewer, storm drain, and recycled water projects.
- Analyze hydraulic and technical data to plan for improvement projects.
- Develop operating budget, procedures, guidelines, ordinances, resolutions, and service rates necessary for the Environmental Compliance Division including the use of the City's services and facilities regarding sanitary wastewater, storm water, and recycled water compliance programs.
- Assist other departments and divisions and participates in regional environmental program activities.
- Ensure staff compliance with City and mandated safety rules, regulations, and protocols.
- 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.
- Maintain prompt and regular attendance.
- Sound judgement and attention to detail.
- 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:

- Principles of providing functional direction and training.
- Principles and practices of handling, treating, and disposing of industrial/commercial wastewater.
- Federal, state, and local regulations and rules governing treatment of industrial wastewater prior to sewer discharge including the National Pollutant Discharge Elimination System.
- Applies principles and practices of budget development and administration, including various budgeting methodologies, to support effective financial planning, monitoring, and reporting.

- Handling and disposal procedures for wastewater treatment by-products and other hazardous materials.
- General wastewater treatment plant operations and standard safety practices.
- Engineering designs for sewer, storm drain, and recycled water projects.
- Occupational hazards and standard safety practices necessary in the area of work assigned.
- City and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Relevant tools, software, and/or technology used within the role.
- Understanding of organizational policies, procedures, and best practices.
- Principles and practices of excellent customer service.
- Safe work practices, OSHA regulations, and workplace health and safety procedures to ensure a safe working environment.

The incumbent must have the ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Prepare environmental management and incident reports and related correspondence.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Oversee or implement programs and procedures pertaining to source control, wastewater discharge and collection, and sanitary sewer system management.
- Oversee and coordinate the City's recycled water program.
- Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, policies, and procedures.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Prepare or oversee preparation of engineering plans, specifications, and bid documents.
- Oversee compliance efforts pursuant to the National Pollutant Discharge Elimination System.
- Organize and maintain office, specialized, and sensitive files.
- Compose routine correspondence from brief instructions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand and follow both oral and written instructions accurately.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work. Identify issues, evaluate data, and implement effective solutions (problem solving).
- Manage multiple priorities and meet deadlines.
- Work collaboratively with others in a team environment.
- Perform tasks accurately and thoroughly, with a focus on quality.
- Supervise, motivate, and train team members effectively.
- Make sound decisions in a timely manner.
- Manage and resolve conflicts or disagreements constructively.

**Experience:** Five (5) years of extensive combined experience in, environmental administration, and administrative functions related to environmental analysis, education, and wastewater and hazardous materials management, compliance inspection of which three (3) years should be in a supervisory or administrative capacity.

Preferred Experience: Experience working in a government or public sector environment.

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, environmental engineering, sanitary engineering, or a closely related field. Additional years of relevant experience may substitute for education on a year-for-year basis.

**Licenses and/or Certifications:** Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

Preferred Licenses and/or Certifications: Possession of, and continuously throughout employment, a valid registration as a Professional Engineer (PE) issued by the State of California. Possession of, and continuously throughout employment, QSD (Qualified SWPPP Developer) and/or QSP (Qualified SWPPP Practitioner) Certification(s).