

EL DORADO IRRIGATION DISTRICT
Class Specifications

CLASS TITLE: Environmental Compliance Supervisor

DEFINITION

Under general direction plans, organizes, directs and supervises the District's Environmental Compliance Programs, including the District's Water Quality monitoring, Cross-connection Control, Industrial Pretreatment, Recycled Water Compliance, and Hazardous and Universal Waste Handling and Disposal programs. The incumbent prepares and implements the District's water quality monitoring plans to comply with the federal and State Safe Drinking Water Act. Responsible for receipt, review, and management of the monitoring data and coordination of data transfer to State and federal agencies.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full supervisory responsibilities for a section, as identified by the District, including planning, assigning and evaluating the work of subordinates and is responsible for a program area within a work unit or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Manager or Director within the Engineering Department. Exercises direct supervision over professional, technical and support positions.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

Plans, schedules, evaluates and supervises the work assignments of the environmental compliance section; oversees and ensures proper implementation of the District's water quality monitoring plans and data for compliance with State and Federal laws and regulations and permit requirements.

Prepares water quality monitoring plans and reports for each of the District's water supply sources, distribution system, and treatment plants; coordinates with regulatory agencies, recycled water customers, and other District divisions, regarding compliance permits, recycled water, industrial pretreatment, and cross-connection issues.

In cooperation with other District staff, prepares and administers contracts for laboratory services; prepares annual budget for the required and anticipated monitoring and monitors expenditures to remain within budget.

Develops and implements a data tracking system that ensures compliance with all sampling and monitoring requirements.

Addresses customer water quality complaints and inquiries appropriately.

Researches and reviews reports completed by consultants, consults with legal counsel, acts as a liaison between the District and regulatory agencies in matters related to the job.

CLASS TITLE: Environmental Compliance Supervisor

Continually provides feedback to the division managers of the Operations Department or their designee to facilitate safe and efficient operations of the potable and wastewater systems.

Develops and implements goals and objectives related to assigned section; recommends improvements and modifications; prepares various reports on operations and activities.

Consults and coordinates with federal, state and regional regulatory agencies; evaluates the potential impact of regulations and legislation on the District and makes recommendations to the Operations managers.

Provides technical consulting, mentoring, coaching, advice and supervision to section staff as appropriate.

Prepares and presents technical reports and documents in public meetings.

Assists Department Director in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.

Recommends to Department Director the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Performs and/or assists with the more complex and difficult Environmental Compliance activities.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Laws and regulations pertaining to recycled water, cross-connection and industrial waste (Title 17 and 22 of the California Code of Regulations); methods of research and data analysis, modern management techniques; chemical and physical sciences; water resources; federal and California Safe Drinking Water Act; laboratory methods and analysis; water quality sampling techniques; cross-connection control requirements; recycled water regulations; Industrial Pretreatment Program; hazardous and universal waste handling and disposal; negotiation techniques.

Skill/Ability to:

Lead, assign, motivate, prioritize, train and monitor the work of others; understand and interpret State and federal laws, regulations; read and understand complex environmental requirements and determine compliance, and resolve conflicts; identify mitigation measures that meet agency requirements that are consistent with District objectives; prepare technical displays (maps, graphs, and charts), and reports; coordinate and review the work of consultants in preparation of complex

CLASS TITLE: Environmental Compliance Supervisor

environmental documents; coordinate activities with teams of engineers, distribution system and treatment plant operators, and maintenance staff; read, analyze, and interpret scientific and technical literature, maps, and legal documents; utilize word processing, and spreadsheets; deal tactfully and effectively with District personnel, government officials, representatives of specific interest groups, and the general public; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; ability to maintain regular and predictable attendance; on a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Experience and/or Education:

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

Experience:

Four years of increasingly responsible experience working with environmental compliance programs and coordinating and reviewing the work of consultants and staff or experience performing work similar to an Environmental Compliance Analyst with the District. Public utility experience highly desired.


Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, water resources, chemistry, environmental engineering or other appropriate discipline.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

 _____ Human Resources Manager	<u>08/29/2018</u> Date
Established: 08/29/2018	
Revised:	
FLSA: Exempt	
Unit: Safety	