



## City of Irving Job Description

### Environmental Compliance Specialist

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	36402	<b>Reports To (Job Title):</b>	Environmental Compliance Supervisor

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#### **PURPOSE**

To enforce federal, state, and local laws and regulations that pertain to all aspects of the Clean Water Act, and to perform technical duties including sampling, monitoring, and inspecting drinking water, storm water, fats/oils/grease, cross-connection and industrial pretreatment programs.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Answer water quality inquiries in the areas of drinking water, cross-connection control, industrial wastewater, hazardous materials, fats/oils/grease and storm water.
- Research, review, and interpret technical regulations, guidelines, and laws as they pertain to all aspects of water quality.
- Prepare technical and legal reports on compliance requirements and adherence by the City.
- Conduct inspections of water quality to ensure compliance with federal, state, and local environmental regulations.
- Develop and implement monitoring plans for various water quality systems.
- Investigate environmental complaints, oversees corrective actions, and takes necessary enforcement actions.
- Issue citations and notices of violation as a sworn officer of the City of Irving and the State of Texas.
- Attend training to maintain licenses and certifications required for position.
- Respond to emergencies involving various water quality and hazardous materials issues.
- Participate in on-call rotation.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Collect samples from city water.
- Calibrate and repair various types of analytical equipment.
- Investigate citizen complaints.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1 employee.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

May purchase chemicals, material and equipment with a p-card or Purchase Order. Assists in budget development. Reviews and approves invoices for lab services. Calculates sampling and surcharge fees for industrially-permitted customers.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's degree from accredited four year college or university in environmental science, biology or other subject related to position.

### **EXPERIENCE**

- Two (2) years of experience in water or wastewater systems testing and sampling.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.
- C level Water and II level Wastewater Operator's certifications from the Texas Commission on Environmental Quality.
- Other licenses may be required based on assigned programs.

### **KNOWLEDGE OF**

- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair, and efficiency.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.

- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Scientific Methodology: Following precise practices for collecting, reporting, and evaluating scientific information.

## **SKILLS AND ABILITIES IN**

- Functional Supervision: Motivating, developing, and directing people as they work.
- Accuracy: Attention to detail in dealing with numbers, words, and ideas.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Self-Management: Working independently and without supervision.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- Judgment and Decision Making: Weighing the relative costs / benefits of a potential action.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

Incumbents have a variety of customer contacts including residents, local industrial and business representatives for purposes of inspection and ensuring appropriate levels of environmental compliance. Regulatory contacts include the EPA and the TCEQ to ensure the city is meeting regulatory obligations. Coordination is required with regional entities like TRA, NCTCOG, & TXDOT.

## **EQUIPMENT AND PROPERTY**

Incumbents use sampling tools and equipment and the full scope of office equipment and machinery including computers, printers, fax machines and telephones. Use of a city vehicle is required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to drive a vehicle, listen, see, and/or talk. Frequently, s/he is required to balance, carry, climb, crawl, grasp, kneel, lift up to 50 pounds, pull, push, reach, smell, stand, stoop, and/or walk. Occasionally, s/he is required to sit.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is regularly exposed to blood-borne pathogens, confining work space, dirty environment, extreme temperatures or weather conditions, air contamination, improper illumination, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires her/him to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.