



## City of Irving Job Description

### Environmental Compliance Manager

---

<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	U151	<b>Reports To (Job Title):</b>	Senior Utilities Compliance Manager

---

#### PURPOSE

To manage, plan, coordinate and supervise the activities of the environmental compliance division. To ensure that the City remains in compliance with all industrial pretreatment, storm water, fats/oils/grease, drinking water, and cross-connection regulations.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Manage, plan, coordinate and supervise the day-to-day operations and activities of environmental compliance staff including but not limited to the following major program sections: Drinking Water Quality, Industrial Pretreatment, Liquid Waste-Fats/Oils/Grease, Stormwater Management, and Cross-Connection Control as well as the functions of Emergency Response (HazMat).
- Handle drinking water and illegal stormwater dumping response.
- Research, review, and interpret technical regulations, guidelines, and laws as they pertain to all aspects of programmatic areas; develop and ensure adherence to program SOPs; prepare strategic goals and KPIs and associated reporting mechanisms and track progress on a monthly basis; ensure data is supplied to State and Federal oversight agencies as required.
- Compile and analyze programmatic data; prepare technical and legal reports and correspondence regarding compliance requirements and fulfillment by the city; regularly review legislative and federal/state/regional agency oversight and impact on local programs; work with city legal team to develop appropriate responses; ensure all associated ordinances and policies are up-to-date.
- Conduct inspections in all areas of water quality, industrial pretreatment and stormwater management to ensure compliance with federal, state and local environmental regulations; apply enforcement across all programmatic areas in a consistent and appropriate fashion.
- Develop, implement, monitor and update Drinking Water Quality Monitoring Plan, Sewer Overflow Response Plan (SORP) and provide oversight of assigned portions of the Stormwater Management Plan; prepare and submit the Industrial Pretreatment Annual Report to the Trinity River Authority; prepare Sanitary Sewer Overflow Reports and assist with development of and reporting for Sanitary Sewer Overflow Initiative (SSOI) for TCEQ.
- Investigate environmental complaints, oversee corrective actions, and take necessary enforcement actions such as issuing notices of violation, citations, or administrative orders; coordinate enforcement with Municipal Court personnel as appropriate.
- Respond to inquiries and complaints in the areas of drinking water quality, cross-connection control, industrial pretreatment, hazardous materials, fats/oils/grease program and storm water which includes illegal discharge into the MS4.

- Prepare, allocate and monitor the budget for the Environmental Compliance Division; oversee all purchasing, ensuring division compliance with purchasing protocols; prepare annual contracts and approve expenditures based on contracted rates and/or workplan completion; monitor contracts and ensure compliance.
- Serve as the city's designated representative to the EPA and TCEQ for onsite audits of environmental reporting and related programs.
- Manage, coordinate and oversee work of the Water Utility Flushing Program in support of Drinking Water Quality Program compliance; develop and implement protocols; review flushing locations and coordinate mapping with GIS to ensure all flushing is completed according to state requirements.
- Participate in local, state and national organizations, educational programs and code development; represent the city at stormwater and water quality related regional groups through the North Central Texas Council of Governments; gather information on and cooperate with regional programming; prepare and deliver public education programs.
- Perform related duties as assigned.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Participate in plan review for new industrial and commercial businesses.
- Participates with FOG inspections.
- Collect samples for drinking water and industry wastewater

### **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 15 employees.

### **FINANCIAL / BUDGETARY RESPONSIBILITY**

Responsible for Work Unit budget development and administration. Purchases office supplies, tools, lab supplies and related items on an as-needed basis with a p-card, informal bid process or Purchase Order. Prepares annual contracts and ensures adherence to terms and conditions. Reviews and approves invoices for lab services and invoicing of industrial pretreatment customers; further, review p-card use of assigned staff. Calculates sampling and surcharge fees for industrial-permitted customers. Monitors TRA lab services contract for compliance.

### **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 subject field or field related to position.

## **EXPERIENCE**

- Three (3) years of experience in environmental protection, including one (1) year of supervisory experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, Texas driver's license, or the ability to obtain one upon hire, is required.
- Minimum of a C water license and a Wastewater Collections II license from the Texas Commission on Environmental Quality upon hire. Ability to obtain either a Wastewater Collection III or a Class B Water Distribution license within one year.
- Backflow Prevention Assembly Tester License from TCEQ is preferred
- Stormwater Inspector Certification is preferred
- 40 Hour HAZWOPER

## **KNOWLEDGE OF**

- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Scientific Methodology: Following precise practices for collecting, reporting, and evaluating scientific information.
- Environmental Laws and Regulations: Federal, state and local, environmental laws and the ability to apply current information to given situations.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.
- Utilities Construction: Engineering and other materials, methods, laws, and tools to safely and accurately complete utilities construction projects.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City. Program specific software such as: Linko Pretreatment Software, XC2 Cross Connection Software, enQuesta Utility Billing Software, Itron Analytics and TrakIt are preferred.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.

## **SKILLS AND ABILITIES IN**

- Reporting: Researching, analyzing and compiling data and preparing concise documents.
- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Scientific Methodology: Following precise practices for collecting, reporting, and evaluating scientific information.
- 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 complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking:** Using logic and analysis to identify the strengths and weaknesses of different approaches.
- **Functional Supervision:** Motivating, developing, and directing people as they work.
- **Goal-oriented Crisis Communication:** Effectively structuring questioning, answering, and listening interactions with clients to determine their needs in urgent situations.
- **Management of Personnel Resources:** Motivating, developing, and directing people as they work, and identifying the best people for the job.
- **Self-Management:** Working well independently and without supervision.
- **Interactive Presentation:** Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- **Direction and Instructional Comprehension:** Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- **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.
- **Written and Oral Expression:** Communicating information and ideas in writing, as well as through speech, so others will understand.
- **Oral Comprehension:** Listening to and understand information and ideas presented through spoken words and sentences.
- **Reading Comprehension:** Reading and interpreting documents.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

Contacts include a variety of customer contacts including residents, local industrial and business representatives for purposes of inspection and ensuring appropriate levels of environmental compliance, waste hauling vendors, coordinating work activities with staff, supervisors and managers from other departments. Regulatory contacts include the EPA and the TCEQ to ensure the city is meeting regulatory obligations. Coordination is required with regional entities like DART, TRA, NCTCOG, and 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 is constantly required to balance, carry, drive a vehicle, grasp, listen, reach, see, sit, stand, stoop, talk, and walk. Frequently, s/he is required to climb, lift up to 25 pounds, kneel, and push or pull. Occasionally, s/he is required to lift up to 50 pounds. Constantly, the employee is required to smell.

## **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 frequently exposed to blood-borne pathogens, dirty environment, electrical hazards, toxic or caustic materials, extreme temperature or weather conditions, and air contamination. Occasionally, s/he may encounter violence, stress, and improper illumination. The noise level in the work environment usually is moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others. Regularly, the employee is exposed to noise.

\* 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.