



City of Irving Job Description

Environmental Compliance Supervisor

FLSA Status:	EXEMPT	Job Department:	Water Utilities
Job Code:	36151	Reports To (Job Title):	Water Programs Manager

PURPOSE

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Supervise the activities of environmental compliance staff.
- 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 in all areas of water quality to ensure compliance with federal, state and local environmental regulations.
- Develop and implements monitoring plans for various water quality systems.
- Investigate environmental complaints, oversee corrective actions, and take necessary enforcement actions.
- Answer water quality inquiries in the areas of drinking water, cross-connection control, industrial wastewater, hazardous materials, fats/oils/grease program and storm water.
- Prepare and administer the budget for the Environmental Compliance work group.
- Work with the EPA and TCEQ on issues related to water quality.
- Participate in on-call rotation for supervisors.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to citizen complaints.

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 10 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Responsible for Work Unit budget development and administration. Purchase office supplies, tools, lab supplies and related items on an as-needed basis with a p-card or Purchase Order. Review and approve invoices for lab services and invoicing of industrial pretreatment customers; further, review p-card use. Calculate sampling and surcharge fees for industrial-permitted customers. Monitor 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.

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.
- 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

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

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 constantly is required to balance, carry, drive a vehicle, grasp, handle, feel, listen, reach, see, sit, smell, stand, stoop, talk and/or walk. Frequently, s/he is required to climb, kneel, lift up to 10 pounds, pull, and/or push. Occasionally, s/he is required to lift up to 50 pounds.

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 regularly is exposed to blood-borne pathogens, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, noise, toxic or caustic materials, and/or violence. This job requires the employee 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.