



## City of Irving Job Description

### Environmental Compliance Administrator

---

<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Solid Waste Services
<b>Job Code:</b>	14201	<b>Reports To (Job Title):</b>	Solid Waste Services Director

---

#### PURPOSE

Responsible for managing the safe and effective monitoring and daily operations of all landfill environmental systems and permit compliance at the City of Irving Hunter Ferrell Municipal Solid Waste (MSW) facility to ensure compliance with all local, state and federal regulatory agencies.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Oversee Site Operating Plan, Air Permit, Storm Water, and site compliance inspections. Maintain organized records and ensure all issues are addressed within the required timeframe(s) and are accessible for Open Record Requests as required.
- Prepare technical and legal reports on compliance requirements and adherence by the City.
- Facilitate permit renewals and modifications for the MSW, Air, and Storm Water permits in accordance with Texas Commission on Environmental Quality (TCEQ) and Environmental Protection Agency (EPA) regulations. Review documents, obtain all appropriate signatures, and insure all required fees are paid.
- Develop and implement monitoring plans for various water quality systems.
- Investigate environmental complaints, oversee corrective actions, and take necessary enforcement actions.
- Act as a liaison to TCEQ and other entities regarding regulated waste disposal and landfill operations.
- Oversee the waste inspection program, including inspections, record keeping, and incident remediation.
- Complete Special Waste and Waste Inspection Reports. Respond to calls regarding the discovery of prohibited items. Respond to emergencies involving various MSW and hazardous materials issues.
- Conduct internal compliance inspection facility. Ensure the site remains current with all TCEQ/EPA regulations.
- Oversee the Enhanced Leachate Recirculation (ELR) program including leachate sumps, storage, tanks, and all other components of the ELR delivery system. Facilitate necessary repairs and updates to ensure the ELR system is working efficiently. Ensure all ELR reports are filed and maintain accurate records.
- Oversee the monitoring of groundwater/leachate sampling events.
- Perform the sampling of the Gas Monitoring Probes. Record and analyze data and complete reports as required by TCEQ. Communicate results with the appropriated entities and monitor any issues that may arise. Maintain the operation of gas monitoring equipment and factory calibrations.
- Conduct monthly safety training for Landfill staff by covering topics that are required for the MSW Permit, as well as, providing additional safety information and operational updates.
- Educate staff on the solid waste regulations and provide clarification on the Site Operating Plan (SOP) when needed.
- Attend training to maintain licenses and certifications required for position.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Perform related duties as assigned.

## **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 15-20 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

May purchase material and equipment with a p-card or Purchase Order. Assists in budget development. Reviews and approves invoices for lab services. This position is responsible for the maintenance and oversight for the contracts regarding the MSW Landfill permit.

## **QUALIFICATIONS:**

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

### **EDUCATION**

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

### **EXPERIENCE**

- Four (4) years of experience in environmental, water or storm water systems testing and sampling.

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

- Appropriate valid, state-issued driver's license, or the ability to obtain upon hire, is required.
- Hold or obtain a MSW Class A License issued by TCEQ within one (1) year of hire.
- Must be proficient in the Texas Commission on Environmental Quality (TCEQ) compliance guidelines for solid waste regulations, air emission regulations, and storm water regulations.
- Hold or obtain a Waste Screening Certification within one (1) year of hire.

### **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: Paying 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 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**

This position engages with 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. Internally, this position will also be meeting with the Solid Waste Services Director on a regular basis to provide updates on compliance issues, as well as staff throughout the SWS department to provide training and guidance.

## **EQUIPMENT AND PROPERTY**

This position uses 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, climb, drive a vehicle, grasp, lift up to 10 pounds, lift up to 25 pounds, kneel, listen, reach, see, sit, stand, stoop, talk, and walk. Frequently, s/he is required to lift up to 50 pounds and push or pull. Frequently, s/he 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 constantly exposed to blood-borne pathogens, dirty environment, improper illumination, moving mechanical parts, toxic or caustic materials, extreme temperature or weather conditions, and air contamination. 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, s/he may be 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.