

City of South San Francisco
Human Resources Department

Environmental Compliance Supervisor
Class Description

Definition

Under general direction, supervises and participates in the inspection of industrial and commercial discharges to the sewer system for compliance with applicable laws and ordinances. Directs and coordinates the implementation of the Stormwater and Pretreatment Programs, and performs other duties as required or assigned.

Distinguishing Characteristics

This classification is distinguished from all other technical and professional classifications at the Water Quality Control Plant (WQCP) through its specialized responsibilities in the areas of industrial pretreatment, pollution prevention and stormwater management.

Typical and Important Duties

1. Drafts, revises and submits contracts for services annually and as needed.
2. Enforces wastewater discharge ordinances; conducts and reviews field measurements and laboratory analyses of industrial waste samples and wastewater flow to determine compliance with applicable laws and ordinances.
3. Establishes and maintains self-monitoring programs for industrial users.
4. Reviews, evaluates, recommends and approves business license and wastewater discharge applications, as appropriate.
5. Conducts on-site inspections of commercial and industrial users; issues notices of violation; conducts pollutant studies on treatment processes relating to industrial waste.
6. Collects data relating to the sewer rental program, computes charges and reviews protests.
7. Coordinates activities of subordinate staff.
8. Maintains a close liaison with industrial users, other government agencies and other City representatives in connection with the above duties.
9. Gathers evidence for and recommends administrative and/or other legal action.
10. Conducts on-site inspections and monitoring of commercial, residential and industrial users for Pretreatment, Pollution Prevention and Stormwater Programs.
11. Coordinates Sewer Science Program with high schools in the service area.
12. Coordinates Outreach Program for pollution prevention and stormwater within the service area.
13. Oversees project schedule coordination, political liaison, public relations and education, and quality control of the programs.
14. Provides leadership for the implementation of the Stormwater Program.
15. Prepares comprehensive written reports and presents written and oral reports as required, including pretreatment, pollution prevention and stormwater reports.

16. Prepares, coordinates and monitors the operating budget for the stormwater and other programs.
17. Develops long-range work plans to ensure program compliance.
18. Enforces regulations and policies concerning urban run-off management.
19. Works with and provides guidance for commercial businesses, industrial businesses and the public.
20. Attends or assigns staff to attend various meetings and conferences.
21. Directs and implements the City's Dental Program for mercury reduction.
22. Directs and oversees the City's Fats, Oils and Grease (FOG) program and Auto Facility Program.
23. Supervises assigned staff; schedules, instructs, trains and evaluates staff; provides guidance for technical and professional staff as needed.
24. Conducts staff meetings as needed.
25. Works cooperatively with the City's collections system staff on various issues.
26. Reviews plans and specifications for compliance with wastewater and stormwater regulations.
27. Serves as administrator of the illicit discharge elimination program and stormwater inspection program.
28. Works with individuals, agencies, businesses and industries to identify and resolve illicit discharge and/or urban runoff problems or serious violations of applicable laws, permits, ordinances, regulations, etc.
29. Supervises investigation of reports of illegal discharges to the sanitary sewer system, permit violations and illicit discharges to the stormwater system.
30. Prepares for and participates in pretreatment, stormwater and NPDES audits, and inspections.
31. Evaluates or coordinates evaluation of local limits at least once during each NPDES permit cycle.
32. Reviews, revises and updates City Ordinances as needed.
33. Updates Enforcement Response Plans as needed.
34. Provides information and support to WQCP staff in obtaining and renewing NPDES permit.
35. Performs other duties as required or assigned.

Job-related Qualifications

Knowledge of:

- Stormwater and Pretreatment laws, policies, regulations and best management practices.
- Best practices for inspection of industrial and commercial facilities.
- Chemistry, chemical engineering, and laboratory techniques and principles.
- Techniques and methods of sanitary engineering in conjunction with the interpretation and enforcement of laws, codes, and ordinances.
- Operations of sewage collection and treatment facilities.
- Safe work practices, principals, regulations and procedures related to work, including OSHA regulations.
- Pollution prevention and waste minimization principles.

- Stormwater regulations and Best Management Practices.
- Principles of management, supervision, training and employee development.

Ability to:

- Interpret and apply applicable codes, laws and ordinances.
- Perform basic chemical analysis.
- Make accurate arithmetic calculations.
- Write clear, concise and professional reports and correspondence.
- Maintain accurate and orderly records.
- Communicate effectively in writing, orally and with others to assimilate, understand and convey information in a professional manner consistent with job functions.
- Maintain effective working relationships with those contacted in the course of work.
- Supervise the work of other professional and technical staff.
- Work in a safe manner, employing the City's and OSHA's safe work practices and procedures; model and coach others in implementing the City's safety work practices; enforce adherence to safety policies and procedures; identify, correct, and report safety hazards; administer first aid.

Skill in:

- Using personal computers and applications including but not limited to Microsoft Outlook, Word, Excel, Access, and PowerPoint.

Experience and Training

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

Experience: Three years of progressively more responsible experience involving source control and pretreatment inspection, project management of a stormwater management program, or a closely related background.

Training: A bachelor's degree from an accredited college or university with major coursework in chemistry, environmental studies, or a related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of continued employment.

- Possession of, or the ability to obtain within 30 days of appointment, an appropriate, valid California Driver's license and a satisfactory driving record.
- Confined Space Certification.
- Possession and maintenance of Grade III Environmental Compliance Inspector Certification issued by the California Water Environment Association (CWEA).

As a condition of continued employment candidates must obtain a Grade IV Environmental Compliance Inspector Certificate issued by the California Water Environment Association within the probationary period. Successful completion of probationary period is contingent upon obtaining a CWEA Environmental Compliance Inspector Grade IV Certificate.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs and ladders; lift and carry 75 pounds; maintain sustained posture for prolonged periods of time; distinguish among various colors; distinguish various computer generated auditory signals; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; smell to distinguish odors.

Work Environment: Mobility to work in a typical office setting or field setting; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, odors, mechanical hazards, electrical hazards, explosive hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work shifts including weekends, nights and holidays; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for unusual hours in emergencies; available for evening meetings.

Approved: January 21, 2014
Revised Date: July 1997, June 2003, October 2012, January 2014
Former Titles:
Abolished:
Bargaining Unit: Mid-management
ADA Review: May 2002, June 2003, January 2014
DOT: No
Physical: Class 3
Status: Classified/Exempt
EEOC Category: EF13\EJ3
Job Code: M450

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE
6. SDE
7. SDE
8. SDE
9. SDE
10. SDE
11. SDE
12. SDE
13. SDE
14. MAE
15. SAE

- 16. SDE
- 17. SDE
- 18. MME
- 19. SDE
- 20. SDE
- 21. SDE
- 22. SDE
- 23. SDE
- 24. SDE
- 25. MAE
- 26. SDE
- 27. SDE
- 28. SDE
- 29. SDE
- 30. SDE
- 31. MME
- 32. OAE
- 33. OAE
- 34. SDE