

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: ENVIRONMENTAL SUPERVISOR**

**DATE: 5/23/2006**

**JOB CODE: 51832**

**FLSA STATUS: EXEMPT**

**UNIT REPRESENTATION: MID-MGMT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under general direction, to plan, coordinate, direct and administer the regulatory and compliance activities of the Water and Water Reclamation Divisions; administer environmental monitoring requirements to assure regulatory compliance and characterize the effect of wastewater treatment on air, land and water resources; development of documents for permit applications and regulatory reporting; technical review and evaluation of implementation and compliance issues in proposed and adopted regulatory policies; oversight, audit and validation responsibilities for compliance and process control laboratory work; research and development of studies related to emerging pollutants and regulatory strategies that address these pollutants as necessary; represent the City of San Bernardino Municipal Water Department at hearings and meetings related to regulatory and environmental issues; perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification are the first line supervisors in the Environmental and Regulatory Compliance series. Incumbents supervise Regulatory Analysts and clerical staff. Supervision and direction is received from the Director of Environmental and Regulatory Compliance or designee.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Assist in the development and implementation of goals, objectives, policies and procedures;
- Develop regulatory compliance manuals, procedures and educational materials;
- Monitor current Federal, State and local laws and regulations related to the Clean Water Act, and Clean Air Act and write evaluations of impacts to the Department from proposed changes or additions;
- Attend related training seminars and recommend programs to implement required changes, determine specialized training needs and assist in developing and conducting appropriate training

programs for employees on how to work in a safe and environmentally and regulatory compliant manner;

- Direct preparation of correspondence, reports, staff reports, forms, lists, schedules, and related documents from rough draft and/or from oral or written direction independently requiring use of judgment based upon a thorough knowledge of the functions and procedures of the unit;
- Survey Department facilities and equipment to determine compliance with Federal, State and local, regulations, identify non-compliant conditions and practices and establish effective corrective action;
- Investigate and analyze incident reports and complaints involving environmental compliance, provide management with recommendations to prevent or correct non-compliant situations;
- Maintain comprehensive records and data pertinent to programs and prepare detailed and technical reports;
- Provide courteous and expeditious customer service to other officials, the general public and City Department staff;
- Routinely adhere to and maintain a positive attitude toward City and department goals;
- Operate Department vehicles as required.

## **QUALIFICATIONS**

*Any combination of education, training and experience that would likely provide the knowledge, skills and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- Principles, practices, methods and techniques of regulatory compliance as related to water and wastewater utilities;
- Regulatory application and report development and completion of EPA NPDES, RWQCB and SCAQMD permits and related documents;
- Principles and practices of supervision, training and performance evaluation;
- Proper English usage, spelling, grammar and punctuation;
- Advanced record keeping methods;
- Mid-level computer operation skills, including word processing, database programs, spreadsheets, electronic mail, and Department utilized software application programs;
- Principles and practices of leadership techniques;
- Principles and practices of public relations.

### **Ability to:**

- Develop, implement and administer environmental regulatory programs;
- Interpret and analyze laws, regulations and procedures applicable to environmental compliance;
- Conduct investigations of non-compliant occurrences, and prepares investigation and audit reports;

- Make accurate mathematical computations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Effectively communicate and interface with staff members from numerous regulatory agencies;
- Plan, schedule and make work assignments for subordinates;
- Understand and carry out oral and written instructions;
- Establish and maintain complex filing systems;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Operate a vehicle observing legal and defensive driving practices;

### **MINIMUM QUALIFICATIONS**

**Education:** Graduation from high school or G.E.D.,

And

Bachelor's degree from an accredited college or university;

And

**Experience:** Three (3) years of increasingly responsible experience in environmental or occupational health and safety regulatory compliance;

And

Possession of a valid Class "C" California Driver's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Driver's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

### **NECESSARY SPECIAL REQUIREMENTS**

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. Incumbents must be able to work under moderate stress conditions. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in an office and/or field setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio

range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

## **CAREER LADDER**

**From:** Environmental Supervisor

**To:** Director, Environmental and Regulatory Compliance

### **Job Description:**

BOWC Approved:	<u>5/16/2006</u>
CSB Approved:	<u>5/23/2006</u>
Rev BOWC Approved:	<u>8/18/2009</u>

### **Testing Standards:**

Open/City Promotional/ Civil Service Appl Review/Civil Service Oral:	<u>5/23/2006</u>
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