

DEFINITION:

Under general supervision, coordinate and monitor all wastewater environmental compliance programs and issues, and monitor compliance with health and safety programs for water, wastewater, storm drain and solid waste. Incumbents in this position will be expected to work with minimal supervision and report directly to the Redding Municipal Wastewater Utilities Manager. The position requires knowledge of regulations as they relate to the wastewater treatment plants and the wastewater collection system, specifically, 40CFR 503 relating to biosolids, National Pollutant Discharge Elimination System for wastewater treatment and effluent discharge, Air Quality Management District, Waste Discharge Requirements, and General Safety & Cal/OSHA Safety Requirements for Municipal Utilities. Employees in this classification exercise functional and technical supervision over support staff.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other duties as assigned within the scope of the job classification. Not all duties listed are necessarily performed by each individual in the classification.

1. Coordinate and monitor all wastewater utility environmental compliance activities. Provide for communication, documentation, and reporting to all regulatory agencies. This includes tracking permit requirements and regulations, and developing and presenting complex compliance reports.

Measures: All wastewater utility permits and reports are in compliance, and all reports are submitted to the appropriate regulatory agency in a timely manner prior to the due date, and are complete as to content and form.

2. Responsible for all internal and external communications relating to non-compliance events. Examples include (1) represent the City in responding to inquiries from the public, media and regulatory agencies to assure consistency of response and reporting for the Wastewater Division relating to sanitary sewer overflows; (2) provide technical assistance in the analysis and investigation of excursions or exceedances of waste discharge requirements at the wastewater treatment plants.

Measures: Provides a wide range of technical information regarding compliance activities, operations, policies and procedures to representatives of other agencies. All required data is on file, testing is scheduled and non-compliance issues are addressed properly and in a timely manner.

3. Monitor wastewater treatment plants and systems for compliance with all NPDES permits,

40CFR 503 regulations relating to biosolids, air quality permits, make recommendations, and implement action plans to resolve compliance issues.

Measures: All operating and discharge permits of the wastewater treatment plants and related systems are in compliance.

4. Develop, implement and maintain accurate filing systems for environmental records and monitoring reports.

Measures: All Redding Municipal Wastewater Utility records are maintained in accordance with all laws, regulations, and City of Redding policies.

5. Perform legislative review and advocacy activities on various environmental and compliance issues as assigned; analyze impacts, prepare position statements and/or back-up documentation and make recommendations upon request; recommend appropriate and effective responses to proposed legislation affecting the Municipal Utilities and its ratepayers.

Measures: Provides technical reports and information to the Municipal Utilities Manager. Work is performed in a timely, accurate and quality manner.

6. Represent the City before outside agencies and organizations; participate in community and professional groups and committees; act as a technical and professional resource providing support and assistance reflective of the City's concerns and interests. Prepare and make public presentations.

Measures: Represents the City of Redding and Redding Municipal Utilities in a professional manner. Serves as an effective resource person for the community.

7. Build and maintain positive working relationships with co-workers and other City employees, outside environmental agencies, and the public, using principles of positive customer service and exercising good written and verbal communication skills.

Measures: Communications and actions reflect well on the organization and facilitate the achievement of Redding Municipal Utilities and ratepayer goals.

8. Review storm water monitoring results for the Municipal Utilities facilities.

Measures: Monitoring results are reviewed and action is taken to ensure compliance with NPDES permit.

9. Plan, develop and implement policies and procedures related to regulatory compliance. Collect and supervise sampling and surveys; write reports and chronologies. Lead investigations, recommend corrective actions, and maintain investigation records.

Measures: Appropriate environmental compliance policies and procedures are developed and implemented to meet Federal, State, local and City of Redding regulations and policies.

10. Facilitate compliance with all laws, regulations, and City of Redding policies relating to occupational health and safety and loss prevention and control; assure the development and maintenance of an accurate filing system for documentation of compliance.

Measures: All laws, regulations and City of Redding policies addressing occupational health and safety and loss prevention and control are in compliance. All Municipal Utilities records are maintained in accordance with all laws, regulations, and City of Redding policies.

11. Coordinate and monitor all OSHA required training, such as first aid and CPR, right-to-know, HAZCOM, HAZMAT, hearing conservation, confined space entry and rescue, lockout and tagout, and forklift operation.

Measures: OSHA training requirements are met on an annual basis.

12. Conduct health and safety inspections of all Municipal Utilities facilities and prepare reports.

Measures: All inspection reports are adequately and timely prepared.

13. Supervise and coordinate the work of subordinate employees.

Measures: Employees are evaluated periodically and assignments are completed in a timely manner.

14. Perform other duties as assigned within the scope of the job classification.

## QUALIFICATIONS:

### Knowledge of:

Environmental and Safety laws and regulations and City of Redding policies pertaining to water quality, air quality, and wastewater treatment plants and the wastewater collection system, specifically, 40CFR 503 relating to biosolids, National Pollutant Discharge Elimination System for wastewater treatment and effluent discharge, Air Quality Management District, Waste Discharge Requirements, and General Safety & Cal/OSHA Safety Requirements for Municipal Utilities.

### Ability to:

Interact effectively with the public and other employees; communicate effectively with regulatory agency personnel; communicate verbally and in writing in a clear and concise manner and receive and comprehend instructions given, both written and verbally; communicate with other personnel through two-way radio; facilitate OSHA training of Municipal Utilities personnel; operate a personal computer; perform tasks or functions completely with minimal supervision; recognize and display proper judgment in dealing with operational inconsistencies and hazards in the workplace.

### Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. Typical education would include a Bachelor of Science Degree from an accredited college, university, or equivalent in Public Administration, Business Administration, Civil Engineering or other related field. Equivalent employment/training in a water, wastewater utility or industrial waste division may be substituted for degree.

Experience:

Typical experience would include a minimum of five years experience working in a water or wastewater utility or two years of experience in environmental compliance. Experience with safety program facilitation desired.

Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.