

Sacramento Suburban Water District Classification Specification

Job Class: Environmental Compliance Supervisor

FLSA Status: Exempt

Supervisor: Superintendent (Production)

Effective Date: April 2017

Definition/Distinguishing Characteristics

With minimal direction and supervision, this position develops, implements and administers programs and performs complex tasks to insure compliance with federal, state and local water quality and environmental laws and regulations by performing a variety of chemical, physical and bacteriological sampling and analyses related to water quality and operations; supervises Environmental Compliance staff; responds to customer water quality inquiries and complaints; prepares compliance reports for regulatory agencies; and oversees the District's Cross Connection Control Program.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Plans, develops, communicates, facilitates, and monitors implementation of District environmental compliance programs to insure compliance with federal, state and local water quality and environmental laws and regulations.
- Conducts data analysis, interprets laboratory reports, summarizes data with tables and graphs, and prepares complex and detailed compliance reports and technical data for regulatory agencies and the District's annual water quality report.
- Maintains water quality testing equipment.
- Oversees the District's Cross Connection Control Program and receives and investigates inquiries and complaints from customers and testers.
- Assists in developing water quality monitoring plans.
- Helps prepare annual department budget with department manager; monitors and controls expenditures related to Environmental Compliance.
- Schedules, trains and supervises full-time environmental compliance staff; prepares and conducts employee performance evaluations; reviews employee effectiveness and evaluations with department manager; monitors staff certifications and mandated training and safety programs.
- Develops strategies to comply with current and proposed federal and state laws related to the Safe Drinking Water Act and environmental compliance.

- Receives and investigates customer inquiries and complaints regarding water quality, determines the source and nature of the problem, and communicates the results of the investigation to the customer.
- Manages the District's laboratory needs with contract laboratories.
- Assists in coordinating and overseeing the work of consultants and contractors.
- Provides technical and specialized support to District personnel regarding environmental compliance.
- Coordinates with other departments within the District to insure water quality standards and goals are achieved.
- Occasionally collects samples for bacteriological and chemical analyses from District system and construction projects; records information, results and testing protocol.
- Complies with all District policies, procedures, rules and regulations including all safety standards.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Ability to work after hours and on weekends as required.
- Travels frequently by automobile in conducting District business.
- Communicates orally with District management, coworkers and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers and fax machines.
- Uses chemical laboratory equipment and performs chemical analyses requiring constant and close attention to details.
- Ability to carry, reach and lift supplies and equipment weighing up to 30 pounds.
- Ability to push, pull and maneuver supplies and equipment of varying weights and configurations.
- On an intermittent basis, sits at a desk or in a vehicle for long periods of time; stands, bends, twists, squats, stoops, kneels, crouches, crawls and climbs when conducting water quality sampling and other field work.
- Stands and walks for extended time periods and on uneven terrain.
- Works in an environment with exposure to potentially hazardous chemicals.
- Works out-of-doors as needed.
- Hearing and vision within normal ranges with or without correction.

Qualifications

Knowledge Of:

- Principles of biology, chemistry and physics as related to water quality monitoring.
- Basic operation of, and District policies and procedures related to, backflow devices and cross-connection control program.
- Water sampling techniques.
- Water utility operations.
- Fluoridation procedures.

- The Safe Drinking Water Act, domestic water quality and monitoring regulations, public health regulations regarding cross-connections, environmental regulations, and other laws and regulations which pertain to water quality and treatment in California.
- Cal-OSHA, Hazardous Materials, Air Quality and National Pollution Discharge Elimination System (NPDES) regulations, standards, policies and permit requirements.
- Proper work safety standards.
- Principals of work coordination, training and research techniques.
- Principles of basic algebra and trigonometry.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).

Ability To:

- Perform a variety of chemical and bacteriological sampling and analyses.
- Research and analyze laws and regulations pertaining to water quality.
- Prepare and maintain accurate laboratory inspection records, notes and technical reports.
- Provide supervision, training and work evaluations for assigned staff.
- Provide good technical writing skills to produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Read and interpret maps, diagrams and specifications.
- Develop and maintain filing and tracking systems for regulatory reports, required permits, and employee training in environmental compliance.
- Exercise good judgment and analyze situations accurately.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; accurately convert to different units of measure.
- Compute rate, ratio and percent, draw and interpret bar graphs, and present complicated data in tabular and/or graphical formats.
- Import, export and manipulate complex data sets within and between software platforms.
- Organize, process and evaluate data and ideas to make effective decisions and develop appropriate solutions.
- Communicate effectively both orally and in writing.
- Communicate tactfully and courteously with customers in resolving water quality complaints and inquiries.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- A Bachelor's Degree from an accredited college or university with major course work in environmental science, biology, chemistry, physical science or a related

field.

- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Two (2) years of experience in environmental compliance or a related field, including two (2) years in a supervisory capacity.
- State of California Water Treatment Operator Certificate Grade T2, or ability to obtain certification within 1 year of employment.
- Water Distribution Operator Certificate Grade D1, Backflow Prevention Assembly Tester Certificate and Cross Connection Control Specialist Certificate, or ability to obtain all three certifications within 3 years of employment.

Incumbent must complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certifications as a condition of continued employment.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Direct experience with utility regulations is highly desirable.
- Additional experience performing work in the area of water quality and/or water supply is highly desirable.
- Additional supervisory experience is highly desirable.
- State of California Water Treatment Operator Certificate Grade T3.
- State of California Water Distribution Operator Certificate Grade D2.
- CWEA Level 1 Laboratory Certification.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.