

**MAJOR FUNCTION**

This is a highly responsible professional position that provides engineering, technical and regulatory assistance, and consultation to the City's Environmental Regulatory Compliance Division. This position requires the incumbent to plan, organize and implement actions that maintain environmental compliance for City services and facilities. Duties also include the training of staff, interpretation and communication of environmental laws, regulations, rules and ordinances, environmental program implementation, performing technical computations, and preparation of permit applications and regulatory reports. Duties may include directing the work of environmental specialists and/or administrative employees. Work is performed under the direction of the Environmental Regulatory Compliance Administrator with considerable independence, initiative, and professional discretion in discharging responsibilities. Work is reviewed through conferences, reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Keeps City services and facilities in compliance with federal, state, and local environmental regulations. Provides technical assistance and consultation to the City's internal customers. Plans, designs, and implements environmental compliance strategies for internal customers. Plans, designs, and develops environmental equipment materials, engineering methods and compliance alternatives for internal customers. Receives and reviews chemical and physical data from analytical laboratories to determine compliance with specific environmental regulations and requirements. Obtains and maintains necessary environmental permits. Manages projects for cleanup sites at City facilities. Investigates potential problems with environmental data or operations and develops and implements action plan. Reviews the Federal Register and Florida Administrative Weekly for environmental rules and regulations that have either a direct or indirect effect upon City facilities. Reviews and comments on proposed rulemaking by the Florida Legislature pertaining to environmental legislation. Develops and updates Best Management Practices, Stormwater Plans, National Pollutant Discharge Elimination Plans and Air Compliance Programs, as required by the applicable state and federal regulations. Develops environmental procedures to assist City personnel in compliance with air and water laws, regulations, rules, and local ordinances. Directs the preparation of construction drawings by others. Prepares the budget for major aspects of the environmental compliance programs. Conducts computer simulated system studies, analyzes and reports as required. Conducts studies and site analysis related to environmental programs for the utilities. Directs the inspection of environmental projects. Oversees fieldwork, as necessary, in auditing and assessing environmental compliance at the utility facilities. Meets with appropriate regulatory agencies, including but not limited to the U. S. Environmental Protection Agency and Florida Department of Environmental Regulation. Trains and directs the work of employees engaged in environmental program activities. Supervises inspection on environmental projects. Performs related work as required.

**Other Important Duties**

Evaluates bids for environmental equipment and compliance programs. Authorizes payment requests from vendors and installers. Forecasts environmental requirements for budgetary, operation and planning purposes as required. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the modern practices, regulations, methods, techniques, and equipment in activities involved in the environmental engineering. Thorough knowledge of electrical, generating, transmission, distribution, and wastewater treatment systems as they relate to environmental matters.

Considerable knowledge of environmental laws, rules, and regulations and their application to the City's facilities. Ability to recognize trends and troubleshoot when necessary. Ability to maintain records and prepare statistical reports. Ability to take field notes and use them in drawing plans and specifications. Ability to plan projects, prepare cost estimates, conduct engineering research, make inspections, and prepare progress and accomplishment reports. Ability to plan, assign, direct and review the work of employees and provide instructions in a manner conducive to high performance and good morale and/or supervise subordinates. Ability to maintain effective working relationship as necessitated by the work. Considerable knowledge of the methods of motivating employees to recognize the need for and benefits of environmental compliance. Ability to plan, develop and implement environmental plans and programs and provide the necessary training. Ability to communicate clearly and concisely both orally and in writing. Ability to use personal computers and the associated programs and applications that are necessary to successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in environmental, chemical, or general engineering and three years of engineering experience.

Necessary Special Requirements

Must obtain registration as a professional engineer in the State of Florida within 24 months of employment as a condition of continued employment.

Must possess a valid State Class E State driver's license at the time of appointment.

Established: 07-16-93

Revised: 08-31-95  
01-02-02  
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