

MAJOR FUNCTION

This is responsible professional, administrative and supervisory work directing all environmental regulatory compliance activities of the City. An employee in this class is responsible for planning, directing, and coordinating environmental compliance activities essential to the effective operation of ongoing City functions. Work also involves responsibility for supervision and administration of subordinate environmental staff. Work requires exercise of considerable independent judgement. Work is reviewed through conferences, reports, observation, and results obtained.

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

Plans, directs, and coordinates the program functions of the Environmental Regulatory Compliance Division. Develops and monitors environmental compliance and training plans. Keeps abreast of state, federal, and local rules and regulations, both existing and proposed, for impact and potential impact on City operations and related environmental activities. Advises the City Commission, City Manager, and other management staff on environmental issues through written reports and presentations at City Commission meetings, target issue committee meetings, and other staff meetings. Supervises and participates in the writing of environmental permits required by state, federal, and local regulatory and governmental agencies for existing and proposed facilities and associated environmental compliance systems. Establishes liaison and communications with regulatory authorities, peer representatives of state utilities, professional associations, environmental advocacy associations and other public organizations for matters related to environmental compliance. Establishes environmental monitoring and reporting procedures and systems required by state, federal and local governmental agencies; continuously reviews and updates procedures and systems for adherence to permit and regulatory requirements. Supervises professional and technical staff in the collection and analysis of data related to environmental regulatory compliance; reviews reports, and other correspondence prepared by staff for submission to regulatory agencies. Manages the Aquifer Protection/Industrial Pretreatment Program and the City's Brownfields program. Manages the development and preparation of department related applications for grants, awards, and recognition. Represents the City at regulatory hearings, public meetings, and professional organizations. Recommends the hire, promotion, discipline, transfer, grievance resolution and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Develops and administers the capital and operating budgets for environmental programs. Assists the director, as needed with department related activities. Performs related work as required.

Other Important Duties

Completes special projects as requested. Participates in the development and implementation of strategic plans for the department. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of environmental and regulations pertaining to air and water quality, solid and hazardous waste disposal, fuel and chemical storage and their impacts on local government and utility operations. Thorough knowledge of the permitting procedures required by state, federal, and local regulations, and their application to utility and general government operations. Ability to gather and compile technical data and to write and present clear and persuasive reports. Ability to perform advanced mathematical computations relative to environmental analyses. Ability to coordinate project activities with various administrative, engineering, and operating disciplines. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate

effectively, orally and in writing. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, chemistry, biology, environmental science, or a related field and four years of professional environmental experience working with or on behalf of governmental agencies or utility services, including experience in an administrative capacity and in dealing with regulatory agencies; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

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

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