



LABORATORY & ENVIRONMENTAL COMPLIANCE MANAGER

DEFINITION:

- Supervise, plan and coordinate the functions of the Laboratory, Industrial Pretreatment Program (IPP), and related environmental compliance programs.
- Assists in the development, monitoring, reporting, and audits of all wastewater and stormwater permitting activities
- Performs and reviews analysis of potable water, wastewater, stormwater and related materials and activities.
- Ensures sampling, monitoring, testing, reporting, IPP, and other environmental compliance programs comply with Federal, State and local requirements for potable water, wastewater and stormwater utilities.

SUPERVISION RECEIVED AND EXERCISED

- General supervision is provided by the Wastewater Systems Administrator.
- Exercises both direct and indirect supervision over assigned staff.
- Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class but are not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

- Plan, program and supervise monitoring, sampling, and testing to ensure WPCF processes, potable water production, potable water distribution, and stormwater runoff comply with State and Federal standards. Supervise and coordinate laboratory quality assurance and quality control programs; develop new methods of laboratory analysis consistent with Federal and State guidelines. Maintain appropriate laboratory accreditation. Work with and direct outside labs or environmental firms on water and wastewater quality matters.
- Plan, program, and supervise the goals and objectives of the Industrial Pretreatment program. Coordinate pretreatment program activities for the Sanitary Sewer Management Plan (SSMP), Stormwater Management Plan (SWMP), and the National Pollution Discharge Elimination Systems (NPDES) Phase II Stormwater permit. Review and approve quarterly and annual pretreatment reports. Interpret and enforce regulations related to pretreatment, and both wastewater and stormwater collection and treatment.
- Participate in investigations and reporting of sanitary sewer overflows (SSO's), environmental violations, and other events of unlawful pollution. Compile, sign and submit monitoring and compliance reports to appropriate State and Federal Agencies. Perform advanced analysis on data to provide information for decision making.

- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present in order to supervise and communicate essential information to other employees, as well as to satisfy shifting public service needs and business concerns.
- Represent the City on a routine basis with State and Federal agencies, and other public bodies. Act as Project Manager on new permits and as the Public Works liaison between other City Departments, outside agencies, and consultants as assigned. Assist in the research, preparation and drafting of new permits, plans, and reports.

OTHER JOB FUNCTIONS

- Assist with studies to audit and improve operations within areas of assigned responsibilities; conduct and assist with tours and regulatory inspections; respond to questions and requests from the general public.
- Prepare detailed draft budgets, assist in preparation of final budgets and administer adopted budgets.
- Participate in professional groups and committees, and with the general public, regarding potable water, wastewater, and stormwater; pretreatment, collections, treatment, and related programs.
- Monitor legislation and make recommendations concerning compliance issues related to potable water, wastewater, stormwater, pretreatment, and related programs.
- Provide administrative guidance for internal reviews and ensure city compliance with environmental permits and NPDES program requirements.
- Ensure laboratory and pretreatment shop are maintained in a safe, clean and orderly condition. Ensure that maintenance, repair and calibration of laboratory and pretreatment equipment complies with process safety manual and manufacture's recommendations.
- Observe safe work methods, practices and precautions; use appropriate safety devices and equipment in accordance with laboratory, pre-treatment, and field crew standard operating procedures. Plan safety and training programs and ensure that safety precautions and regulations are adhered to by subordinates.
- Participate in the hiring, training, supervision and evaluation of subordinates.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- State, Federal, and local rules and regulations governing potable water, wastewater, stormwater, industrial pretreatment and related programs.
- Principles and practices of potable water production, wastewater treatment, stormwater management, industrial pretreatment and related environmental compliance programs.
- Chemistry and microbiology as applied to potable water, wastewater, stormwater, industrial pretreatment and related environmental compliance programs.
- Methods and techniques of advanced data manipulation and analysis used in quantitative and

statistical analysis of laboratory data.

- Occupational hazards and necessary safety precautions.
- Principles of supervision and training.

Ability to:

- Analyze and interpret laboratory test results, understanding nuances of testing protocols upon results.
- Investigate violations to environmental permits, ordinances, and laws in a timely manner.
- Prepare a wide variety of reports and records.
- Communicate clearly and concisely, both orally and in writing.
- Maintain accurate and complete records. Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Participate in public presentations of technical issues.
- Supervise, train, and evaluate personnel.

Minimum Education and Experience:

Education:

- Equivalent to a Bachelor's degree from an accredited college with major course work in chemistry, biology, or microbiology supplemented by courses in supervision, management or a closely related field.

Experience:

- Two years of experience conducting chemical or biological laboratory analyses including two years of experience performing laboratory analysis of water, wastewater, and/or stormwater.
- Two years of increasingly responsible experience in pretreatment and environmental compliance desirable.

License and Certificate

- Required upon hire; possession of a valid California Driver's License.
- Possession of a California Water Environment Association Grade II Laboratory Analyst certificate required within 12 months of appointment.
- Possession of a current California Water Environment Association Grade I Environmental Compliance Inspector certificate is desirable.

ADA COMPLIANCE

- **Physical Ability:** Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.
- **Heavy Work:** Exerting in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.
- **Other Requirements:**

- **Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.
- **Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

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