



Environmental Compliance Officer

Department/Division:	Engineering
Reports To:	City Engineer
Provides Direction To:	Not applicable
Exemption Status:	Non-Exempt
Date Prepared:	June 14, 2007

GENERAL PURPOSE

Under general supervision, enforce and administer environmental compliance, inspection, and monitoring requirements within the City that are related to the National Pollutant Discharge Elimination System (NPDES) permits, and associated industrial waste, refuse, wastewater, and hazardous materials management programs and processes; administer watershed and grant-funded projects; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Ensures compliance with City's NPDES permit requirements, including its Local Implementation Plan, programs, and ordinances, while ensuring meeting attendance, reporting, and active participation in the development of future NPDES permits.
2. Organizes, coordinates, and prioritizes environmental field compliance inspections related to industrial, commercial, and residential properties.
3. Conducts inspections and ensures compliance with federal, State and local regulations governing discharge of non-domestic wastewater into sanitary sewer system; investigates public complaints regarding storm water contamination and sanitary sewer overflows.
4. Issues Notices of Violation, Administrative Citations, and letters to property owners, tenants, and businesses when there are concerns about potential compliance with current water quality and refuse regulations; conducts re-inspections and follow-up investigations.
5. Communicates with business representatives, residents, and visitors regarding water quality and watershed issues as part of community education and outreach efforts.

ESSENTIAL FUNCTIONS (continued)

6. Trains and advises City personnel regarding the enforcement of water quality ordinances and regulations and review, approval, and compliance with water quality and storm water protection standards, and California Environmental Quality Act guidelines.
7. Administers fats, oils, and grease (FOG) program, as mandated by the State Waste Discharge Requirement; initiates inspections and files reports with the Orange County Health Agency and appropriate agencies, as required.
8. Prepares grant applications, administers budget, and prepares performance reports, as required.
9. Identifies, posts, and attempts to impound illegal trash receptacles within the City; issues notices and correspondence to business owners.
10. Assist in the administration of the street sweeping program.

QUALIFICATIONS GUIDELINES

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent, and technical education and certification in environmental studies. Three years of code interpretation, environmental administration, water and wastewater administration, hazardous materials management, and public education experience, preferably involving the enforcement of environmental and safety standards. CWEA Environmental Compliance Inspector I certification, or equivalent training is desirable. Direct experience with the preparation or administration of a Local Implementation Plan or other NPDES activities, is desirable.

Knowledge of:

National Pollution Discharge and Elimination Systems Act; National Environmental Protection Act and California Environmental Quality Act; federal and State laws, regulations and permit requirements, and City and County codes and standards related to water quality, refuse, storm water and water conservation; principles and practices of handling, treating, and disposing of industrial, commercial and residential wastewater; federal, State and local regulations and rules governing treatment, handling, and disposal of industrial wastewater; general wastewater treatment plan operations, and Occupational Health and Safety Division and Water Resources Control Board standards; code enforcement practices, investigation practices and appeals procedures; public relations and conflict resolution methods and techniques; grant writing techniques; record keeping practices; business letter writing and basic report preparation techniques; modern office procedures, methods, and equipment.

Ability to:

Organize inspections, set priorities, and exercise sound independent judgment; interpret, apply, explain and reach sound decisions and achieve compliance with laws, regulations, policies and procedures; train City employees in best management practices related to water quality protection and water conservation; organize and maintain specialized and sensitive records; apply for and administer grants; compose routine correspondence from brief instructions; operate a computer using word processing and spreadsheet software; communicate clearly and effectively orally and in writing; prepare environmental management and incident reports and related correspondence; use tact and discretion in working with City officials, regulators, business representatives, legal representatives, and the public; establish and maintain effective working relationships with management, staff, regulatory officials, business representatives, residents, and others encountered in the course of work.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Ability to obtain Penal Code (PC832) certification through the Peace Officers and Standards Commission (POST) within six months of placement within this job classification. Ability to complete an appropriate training course related to hazardous material investigation within one year of placement within this classification and meet re-certification standards on a continuing basis. Ability to work extended hours in order to attend meetings, conduct inspections, make presentations, and evaluate environmental compliance standards.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The position works in both field and office settings. The employee is required to frequently sit and occasionally walk and stand to access work areas and files; stoop, kneel, or crouch to inspect drainage areas; lift and carry records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. The employee regularly works in outside weather conditions. The employee is occasionally exposed to wet or humid conditions, airborne particles, and toxic or caustic chemicals or fumes.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, management, regulatory officials, business representatives, and the general public; occasionally required to deal with property owners, business representatives and residents in conflict situations.

WORK ENVIRONMENT

The employee typically works in both field and office conditions. The employee frequently works outdoors and is exposed to variable weather conditions as well as heat, moisture, and traffic. The employee works in proximity to construction and production machinery at industrial and development sites. The position is exposed to noxious odors and fumes, wet and dry chemicals, as well as dust and dirt and construction sites. Frequent driving is required for inspection purposes with residents, business representatives, and property owners, and to attend meetings at various City and government facilities.