

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

ENVIRONMENTAL RESOURCES AND COMPLIANCE OFFICER

DEFINITION

Under direction of the Director of Water and Wastewater Resources, participates in the planning, development, implementation and coordination of assigned City and North San Mateo County Sanitation District environmental and water conservation programs. Primary programs include: Wastewater Pollution Prevention, Stormwater Pollution Prevention, Industrial Pretreatment Program, NPDES General Permit for Industrial Stormwater Dischargers and Water Conservation. Enforces the City's Stormwater Management and Discharge Control Ordinance, the North San Mateo County Sanitation District Code and applicable water conservation and water use ordinances.

EXAMPLES OF DUTIES

Plans, develops, and coordinates the implementation of programs and sub-programs relating to wastewater pollution prevention and industrial pretreatment. Plans, develops, and coordinates the implementation of programs and sub-programs relating to stormwater pollution prevention. Plans, develops, and coordinates the implementation of programs and sub-programs for water use and drought compliance. Plans, develops, and coordinates the implementation of programs and sub-programs relating to water conservation. Assists wastewater operations staff with regulatory compliance. Conducts wet season sampling and observations as it relates to the NPDES General Permit for Industrial Stormwater Discharges. Develops public education and outreach information for environmental programs. Participates in new and redevelopment plan review and makes recommendations based on applicable City and District requirements, NPDES stormwater permit requirements and local plumbing codes. Conducts field investigations and works with a wide range of issues and problems including regulatory compliance and cost recovery. Conducts field inspections of commercial facilities to determine compliance with water, wastewater and stormwater regulations. Issues citations, notice of violations, notice to comply and administrative compliance directives and correspondences to achieve compliance. Advises businesses, residents, contractors, architects, engineers and staff on District code, stormwater Best Management Practices and water use compliance. Instructs, advises and assists staff in dealing with and solving difficult environmental problems. Coordinates inspections and investigations with other governmental agencies. Reviews temporary wastewater discharge applications and issue temporary wastewater discharge permits. Reviews and makes recommendations to remedial action plans. Interpret City and District code and NPDES stormwater requirements to the public. Analyzes data, interprets policies, procedures and regulations and develops appropriate conclusions and prepares accurate reports. Assists in developing and coordinating budgets.

JOB SPECIFICATION

ENVIRONMENTAL RESOURCES AND COMPLIANCE OFFICER (PAGE 2)

Completes multiple priority projects with conflicting deadlines and under stressful conditions. Collects samples of wastewater, stormwater and surface water. Analyzes or provides analysis of samples. Communicates effectively with others in person or over the phone. Makes public presentations to elected officials and the general public.

MINIMUM QUALIFICATIONS

Knowledge of:

Laws and codes relating to environmental compliance, wastewater pollution prevention, industrial pretreatment and stormwater pollution prevention. NPDES permits. Water conservation principles, practices, methods and trends. Procedures for conducting environmental investigations. Inspection methods and principles of quality control in sampling and handling. Appropriate physical, chemical and bacteriological tests used to determine health of a water body, compliance with sewer discharge prohibitions and/or to detect potential and actual pollutant sources. General principles and operation of wastewater treatment and collection systems. Hazardous waste discharge laws and regulations and stormwater discharge laws and regulations. Methods for interpretation and enforcement of laws, codes and ordinances. Operation of stormwater collection and disposal systems. Basic chemistry, sampling and laboratory techniques. Use of computer systems and typical software applications such as word processing, spreadsheets and databases. Organizational skills needed to manage a complex program.

Ability to:

Learn and effectively apply applicable laws, codes, and regulations based on the environmental needs of the City and District; ensure compliance with stormwater NPDES permit; read construction and plumbing plans and drawings; communicate effectively with employees and the general public; compile comprehensive reports; read, interpret and record data; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; communicate clearly and concisely, both orally and in writing; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision and attend work and perform duties on a regular and consistent basis.

Education: A Bachelor's degree from an accredited college or university in public administration, engineering, environmental sciences or a closely related field.

Experience: Five (5) years experience in source control, environmental compliance and inspection or a closely related field such as industrial pretreatment control and inspection or hazardous materials control and inspection.

JOB SPECIFICATION
ENVIRONMENTAL RESOURCES AND COMPLIANCE OFFICER (PAGE 2)

License: Possession of a valid Class C California Driver's License. Possession of a CWEA Environmental Inspector Grade 1.

R: 12/2016