

# CITY OF SIMI VALLEY

## ENVIRONMENTAL COMPLIANCE PROGRAM COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, directs, supervises and coordinates assigned environmental compliance programs including industrial waste pretreatment, water conservation, storm water or hazardous materials programs within the Environmental Compliance Division; coordinates assigned activities with other divisions, outside agencies and the general public; and provides highly responsible and complex staff assistance to the Deputy Director/Environmental Compliance.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate the organization, staffing and operational activities for assigned environmental compliance programs including industrial waste pretreatment, water conservation, storm water or hazardous materials programs within the Environmental Compliance Division.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Direct, coordinate and review the work plan for assigned environmental compliance program services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; prepare program summary; meet with staff to identify and resolve problems.
4. Analyze and evaluate all adopted and proposed local, State, and Federal laws, regulations and ordinances governing assigned programs to ensure program compliance; prepare and modify ordinances, resolutions and staff reports; make necessary changes in procedures to meet regulatory requirements.
5. Select, train, motivate and evaluate environmental compliance personnel; develop training programs for staff; provide or coordinate staff training; assign and direct staff assignments; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
7. Provide staff assistance to the Deputy Director/Environmental Compliance; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
8. Coordinate assigned activities with those of other divisions and outside agencies and organizations.

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9. Conduct analysis of various hazardous or toxic pollutants in the public sewer system; determine source, impact on treatment plant and plant operations, removal rates and environmental effects of residuals to the plants discharge.
10. Develop and evaluate local discharge limits; obtain approval by Federal and State boards; impose limits upon local industries.
11. Oversee permitting of industrial discharges and prepare monthly, quarterly and annual reports for local, State and Federal regulatory agencies; prepare notices of violation and compliance schedules; initiate enforcement action; conduct compliance meetings with industrial users.
12. Inspect City facilities and develop monitoring schedules to ensure compliance with local, State and Federal pretreatment standards and discharge requirements.
13. Coordinate stormwater monitoring and sampling activities; interpret applicable legislation as it applies to stormwater programs; investigate and implement appropriate actions to reports of illegal discharges that enter the storm system; coordinate with contractors and other agencies to organize cleanup.
14. Develop and implement public and business education campaigns; educate the public on water conservation and stormwater technological processes and regulatory changes; write press releases and news articles, create website content and messages; organize outreach ads; participate in news and television interviews; promote the prevention of water pollution and water waste.
15. Plan, coordinate and participate in City public information, education and outreach events.
16. Oversee and coordinate the City's hazardous materials management plan; coordinate referrals to and monitor the response of outside regulatory agencies; provide technical assistance to City departments and the business community.
17. Prepare hazardous waste disposal contract bids; oversee City-generated waste disposal practices; direct the procurement of universal waste disposal contractor services and the preparation of associated hazardous waste manifests; coordinate, manage and provide household hazardous waste contractor oversight during household hazardous waste collection events.
18. Oversee the City and Ventura County Waterworks District water conservation compliance, water use efficiency and public information programs; respond to inquiries and reports of water waste.
19. Plan, develop and implement water use efficiency grant program and projects.
20. Track, monitor and report on post construction treatment devices installed in the City.
21. Coordinate the purchase, installation and maintenance of storm drain catch basins; research and determine appropriate locations; coordinate the cleaning of storm drain catch basins.
22. Provide information to City departments and the business community on the City's hazardous materials management plan including information on risk assessments, handling procedures, control technologies and training.
23. Consult with and advise other City departments concerning hazardous materials legislation, regulations and planning issues; consult with businesses concerning hazardous waste disposal solutions.

24. Write and evaluate technical bid specifications and submissions for environmental services contracts; oversee complex environmental management and mitigation projects including consulting professional staff as necessary.
25. Respond to reports of hazardous materials abandoned in the public right of way.
26. Maintain and update various databases, files, and records for assigned program areas; participate in researching and collecting data and information; produce reports; distribute requested information to appropriate parties.
27. Review applications, plans and blueprints associated with stormwater and pretreatment equipment.
28. Provide quality customer service to outside agencies and the general public; investigate, respond to, and resolve difficult and sensitive residential and business inquiries and complaints.
29. Serve as the program liaison for other divisions, departments and outside agencies.
30. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of environmental compliance and industrial wastewater monitoring.
31. Research, apply for, and implement environmental grants for the City.
32. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics, standards, services and activities of the assigned environmental compliance program.
- Environmental issues related to the assigned environmental compliance program.
- Developments, research methods and current literature related to assigned programs.
- Modern and complex principles and practices of wastewater discharge inspection and investigation.
- General practices in the operation of various industrial pretreatment systems.
- Stormwater treatment technologies and practices.
- Methods and techniques of industrial waste monitoring, sample collection and analysis.
- Equipment used in the control and monitoring of industrial wastewater.
- Basic laboratory procedures of sampling, testing and chain of custody protocols for industrial wastewater.
- Principles and practices of water resources, conservation and efficiency and public information programs.
- Principles and practices of hazardous materials management and disposal.
- Environmental emergency response strategies and hazard mitigation planning.
- Principles and practices of program development, administration and implementation.
- Principles and practices of project management.
- Modern office procedures, methods and equipment including computers and applicable software applications.
- Principles of technical writing.
- Methods and techniques of effective technical, administrative and financial record keeping, report preparation and presentation.
- Principles of municipal budget preparation and control.
- Safety principles in the industrial waste environment.
- Principles of supervision, training and performance evaluation.

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Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Coordinate the organization, staffing and operational activities for assigned environmental compliance programs.  
Develop and administer program goals, objectives, policies and procedures.  
Evaluate industrial users' production, operation and maintenance practices as related to process discharge.  
Conduct an environmental risk assessment during a hazardous materials incident.  
Understand diverse scientific concepts and data.  
Conduct independent research of emerging environmental mitigation strategies and technologies.  
Research, analyze and evaluate new service delivery methods and techniques.  
Supervise, direct and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Interpret and explain City environmental program policies and procedures.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Prepare and administer assigned program budget.  
Prepare clear and concise reports.  
Assess the potential for spills at industrial facilities.  
Respond to emergency situations and implement an effective course of action.  
Read, comprehend and explain complex technical documents and regulations.  
Prepare responses to new developments and tenant improvements.  
Establish and maintain various data collection, record keeping, tracking, filing and reporting systems.  
Interpret and apply federal, state and local policies, laws, codes and regulations.  
Handle difficult and unusual situations with businesses, citizens and City personnel.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, biology, chemistry or a related field.

**Experience:**

Four years of responsible environmental compliance program experience including one year of administrative and/or lead supervisory experience.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or the ability to obtain, a valid Grade II Environmental Compliance Inspector certification through the California Water Environment Association (CWEA).

Possession of, or the ability to obtain, a valid Grade III Environmental Compliance Inspector certification through the California Water Environment Association (CWEA) is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office, laboratory, and field environment; travel from site to site.

**Physical:** Sufficient physical ability necessary for sitting, standing and walking for prolonged periods of time; operate motorized vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

*Revised: July 2006, July 2016*