

CITY OF SIMI VALLEY

ENVIRONMENTAL COMPLIANCE PROGRAMS ANALYST

*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 supervision, performs a wide variety of responsible technical support duties in the Environmental Compliance Division; coordinates assigned tasks between Division programs; participates in special projects, technical research, and assigned programs; and prepares a variety of technical and statistical reports.

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. Perform a wide variety of responsible technical support duties in the Environmental Compliance Division, including specific assignments to the Hazardous Materials Management, Stormwater Management and Pretreatment Programs; assist in developing goals and objectives.
2. Coordinate assigned activities in and between Division programs; assist in monitoring contract and in-house laboratory workload, quality assurance/quality control, documentation and chain-of-custody compliance; recommend modifications as appropriate.
3. Coordinate, implement and monitor special projects; perform complex research and analysis of new programs, services, policies and procedures; prepare and present reports.
4. Prepare comprehensive technical records and analytical reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection to support analysis.
5. Participate in the preparation and administration of assigned program budget(s); forecast funds needed for staffing, equipment, materials and supplies; monitor expenditures; recommend adjustments as necessary.
6. Provide staff assistance to the Deputy Director/Environmental Compliance; participate in a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
7. Assist in permitting and reviewing of projects, developments, industrial/commercial/institutional facilities and formulate recommendations for pollution controls.
8. Assist in preparing monthly, quarterly, semi-annual and annual reports for local, state and federal agencies.
9. Assist Environmental Compliance Program Coordinators, as assigned, in program activities including investigation, inspection, sampling, and monitoring of facilities, land uses, and City sewer and storm drain systems.
10. Assist in the development of public and business education campaigns; educate the public on stormwater, hazardous material and pretreatment technological processes and regulatory changes; assist in promoting pollution prevention practices.

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11. Assist in response to emergencies and referral of incidents and complaints to appropriate agencies.
12. Assist in training and training program development.
13. May oversee the work of lower level technical and administrative support staff.
14. Respond to a variety of questions and inquiries for the department as necessary.
15. Attend and participate in professional group meetings; serve as the division's representative at various committees, meetings and groups.
16. 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, services and activities of assigned program area.
Principles and procedures of wastewater/ stormwater discharge inspection and investigation.
Methods and techniques of industrial/commercial waste monitoring, sample collection and analysis.
Organization of laboratory procedures, sampling, preservation, testing, quality control and chain of custody protocols for wastewater, stormwater and hazardous waste.
Basic principles and practices of hazardous materials management, public administration and program development.
Basic safety principles in the industrial and hazardous materials environment.
Methods of research, program analysis and report preparation.
Principles and procedures of record keeping and legal documentation.
Modern office procedures, methods and equipment including computers and applicable software applications.
Pertinent federal, state and local laws, ordinances, codes and regulations.

Ability to:

Assist in coordinating operational activities for assigned program functions and projects.
Research and analyze processes used by industrial users, activities associated with stormwater runoff, operational and maintenance practices as related to discharges.
Utilize Best Management Practice implementation and effectiveness.
Develop public outreach materials, legal advertisements and public notifications.
Assist in revising technical documents and implementing public outreach and educational programs.
Assist in revising internal procedural manuals.
Communicate City environmental compliance program policies and procedures.
Assist in the preparation and compilation of laboratory and statistical data and prepare clear and concise reports.
Read, comprehend and communicate complex technical documents and regulations.
Operate office equipment including computers and supporting software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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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 Bachelors degree from an accredited college or university with major course work in environmental science, chemistry, biology or a related field.

Experience:

Three years of increasingly responsible environmental compliance program experience, including some administrative level 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) within the probationary period.

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; work with water, wastewater, hazardous waste; exposure to waste and infectious materials, toxic materials and potentially hazardous chemicals.

Physical: Sufficient physical ability to perform lifting; sitting, standing, and walking for prolonged periods of time; bending and climbing; operate motorized vehicles.

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

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

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