



ENVIRONMENTAL PROGRAM COORDINATOR

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under direction, this position performs a variety of professional, technical, environmental and regulatory compliance tasks with emphasis on the implementation of the National Pollutant Discharge Elimination System (NPDES) and compliance with Federal, State and local environmental regulations, including the completion of permit applications for City projects. The Environmental Program Coordinator also conducts complex inspections and recommends enforcement actions. This position is responsible to supervise, assign and review the work of staff responsible for performing environmental regulatory compliance tasks.

Classification Characteristics:

This position receives general direction from higher level management staff and exercises direct supervision over technical staff assigned to the Environmental Program. In performing the complex duties assigned, the Environmental Program Coordinator is responsible to exercise considerable independence, judgment, initiative and discretion working within established policy guidelines and regulations.

Essential Functions:

- Coordinate the operational activities for assigned environmental compliance programs including NPDES (stormwater), industrial waste-water pretreatment for Fats, Oils and Grease (FOG) and environmental compliance measures related to existing agreements with United States Army Corp, California Department of Fish and Wildlife and the Santa Ana Regional Water Quality Control Board.
- Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
- Attend meetings of the Regional NPDES, Water Quality Control Board, County, State and Federal regulatory agencies and other contracting agencies; participate in and contribute to the activities of environmental committees for a variety of organizations.
- Plan, prioritize, assign, supervise and review the work of technical staff assigned to the environmental compliance program services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Analyze and evaluate all local, State and Federal laws, regulations and ordinances governing assigned programs to ensure program compliance.
- Provide staff assistance to the Water and Sewer Manager, the Director of Public Works and other City officials; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
- Coordinate stormwater monitoring and sampling activities; interpret applicable legislation as it applies to stormwater programs. Develop monitoring and inspection schedules.
- 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.

- Oversee the coordination of staff training related to the NPDES program and other environmental programs and ensure compliance with Federal, State and local mandated regulations and standards as they are updated or changed.
- Participate in the development and administration of the assigned program budget; forecast additional funds needed.
- Participate in the selection of technical staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Qualifications:

Knowledge of:

- Applicable Federal, State and local laws, codes and regulations pertaining to environmental and water quality programs, including NPDES.
- Statewide General Waste Discharge Requirements for Sanitary Sewer Systems – FOG program.
- Principles and practices of environmental science.
- Water sampling and testing.
- Basic mathematical principles.
- English usage, spelling, grammar and punctuation.
- Principles of record keeping and reporting.
- Modern office procedures, methods and computer equipment.
- Principles and practices of supervision.

Ability to:

- Organize, schedule, coordinate and supervise the work of others.
- Represent the City at governmental agency meetings related to environmental management.
- Understand and follow verbal and written directions.
- Work independently.
- Plan and organize work.
- Communicate clearly and concisely, both orally and in writing.
- Respond to questions and requests for information.
- Exercise good judgment, flexibility and sensitivity in response to customer inquiries and complaints.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Four years of responsible experience in an environmental compliance program.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in environmental studies, physical or biological science, engineering or a related field.

License or Certificate:

- Possession of a California Class C Driver's License.
- Possession of, or ability to obtain within one year, Grade II CWEA Environmental Compliance Inspector certification.

Working Conditions:

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required for account entries, memos, letters, invoices and computer reports. The need to lift and carry files and documents weighing up to 25 pounds is required.