

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Environmental Compliance Officer</u>
Sch.& Grade	<u>PAT-11</u>
Class Code	<u>BH50</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Series	<u>Code Enforcement and Compliance</u>

PRIMARY PURPOSE:

Serves as the Environmental Compliance Officer for the Public Works Department ensuring compliance with State, Federal and local regulations. Serves as a subject matter expert on City environmental issues where applicable. Supervises and administers the performance, processes and operations of the City's Industrial Pretreatment Section of the Sanitary Services Division within the Public Works Department.

SUPERVISION:

Under the general direction of the Superintendent of Sanitary Services; provides direction to a small number of employees in the Sanitary Services Division, Industrial Pretreatment and Billing Section.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises and interprets the monitoring and sampling of wastewater discharge to the City's sewer system to determine compliance with the City, State and Federal requirements and to determine equitable and accurate billing for sewer use charges.
2. Supervises and coordinates the work of employees assigned to the Industrial Pretreatment and Billing section; completes performance evaluations, recommends and implements disciplinary action and participates in and makes recommendations regarding staff hiring decisions.
3. Develop a thorough understanding of Federal, State and local environmental regulations and keep abreast of new or proposed regulations as they arise. Distribute information on potential changes in regulations to those in the Department responsible for the affected area.
4. Coordinates or assists in the preparation of various written documents submitted to environmental regulatory agencies. These documents include but are not limited to license and permit applications, reports or responses to specific requests from regulatory agencies. These include reports related to compliance of industries, applications or processing of annual fees for plant discharge permits, or processing and issuance of industrial waste permits to discharge.
5. Advise Division Head and Section Heads on environmental compliance issues and the impact of administrative decisions as they pertain to environmental regulatory compliance. Monitors and reports on the nature and progress of pending and proposed federal, state and local regulations pertaining to air, wastewater, water quality, and storm water issues affecting the Department. Researches actions and positions taken by industry advocacy associations (AMSA, WEF, APWA, etc.).
6. Act as a liaison for the Department with the Law Department, regulatory agencies, and others on environmental issues. Represents the Department, and its Divisions to outside agencies and organizations; participates in community and professional groups and committees; acts as professional resource providing support and assistance reflective of the Department's concerns and interests. Acts as liaison with Emergency Management, Health, and other departments and agencies on hazardous material or sewage spills posing an environmental impact and the related notification and clean-up.
7. Notifies and discusses with Springfield industries results of sampling tests, non-compliance with standards, schedules for compliance and other related matters. Conducts show cause hearings for industrial users found to be in significant noncompliance with Federal, State and local wastewater laws, rules and regulations.
8. Administers and proposes revisions to the City's Sewer Use Ordinance to assure compliance with State and Federal regulations, to assure that effective monitoring and control of industrial dischargers and haulers of septage takes place, and to facilitate complete and accurate collection of revenues.
9. Researches and prepares periodic technical and administrative reports on activities as required by Federal, State, and local agencies
10. Supervises Sewer Billing functions including the handling of requests for sewer bill adjustments, billing of industries with high strength wastes, periodic review of billing instructions for all accounts and other related sewer billing matters. Responsibilities include working with City Utilities to resolve billing and billing software and revenue collection issues, billing and collection of revenues for permitted septic tank haul trucks, and assuring that all sewer customers are billed and billed accurately.
11. Coordinates response to and investigates illegal toxic or potentially flammable materials that enter the sanitary sewer system and coordinates response within Sanitary Services and with the appropriate emergency response organizations.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshop, seminars, and other training for professional development purposes.
2. Prepares a recommended yearly budget for Industrial Pretreatment and Billing sections and reviews plans for industrial pretreatment facilities.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of environmental and wastewater industry regulatory compliance and permits; knowledge of Federal, State and local environmental laws, rules, and regulations; safety regulations related to the wastewater industry; principles of management, administration, and supervision; computer usage and applications related to wastewater and laboratory information management systems; utility billing procedures; and industrial pretreatment technology.

Abilities

Facilitate meetings; and negotiate effectively. Ability to select, develop, organize, motivate and effectively utilize staff members; effectively plan, organize and provide direction to Industrial Pretreatment and Billing Section and to staff in other sections of Sanitary Services and the Department of Public Works; advises appropriate city staff regarding environmental issues when applicable; review construction plans and technical reports; follow and prepare oral and written instructions; prepare clear and comprehensive reports; works independently and utilizes sound judgment; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Chemistry, Environmental Biology, Sanitary Science, Sanitary or Chemical Engineering or related field. Extensive computer proficiency. Five years of progressively responsible related industrial waste program and regulatory compliance experience. Experience in a closely related discipline may be substituted in lieu of specified experience on a 2-to-1 ratio based on length and relevancy of experience of which two years are in a supervisory capacity.

Physical Requirements

Performs bending, squatting, kneeling, and reaching to both ground level and overhead; holds and grips objects; lifts, carries, pushes and pulls up to 25 pounds.

Working Environment

Primarily indoors with heating and cooling regulated; when outdoors making occasional field inspections may be exposed to extreme weather conditions and possible safety hazards associated with wastewater treatment and sewer construction. May be exposed to strong fumes and/or odors.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator’s License.

Miscellaneous Requirements

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 5316
Comments:	Updated Abilities	Date: 11/10/03

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____