



## **Title:** Environmental Compliance Supervisor

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Environmental Resources Manager.  
Exercises direct supervision professional and para-professional staff.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:**
  - Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.
- Preference to degree in Engineering, Biology, Chemistry, Environmental Science, Conservation Biology, Ecology or other similar life/earth or medical science related field.

### **JOB SUMMARY**

The purpose of this position is to supervise the activities of the Environmental Compliance Division of the Public Works - Utilities Department. Plans, organizes, and supervises environmental compliance activities, including all permitting, sampling, monitoring, analytical (laboratory) testing, inspection and reporting efforts to maintain the City in compliance with all regulatory requirements imposed through federal regulations (e.g. Clean Air Act, Clean Water Act, Safe Drinking Water Act, etc.), state, and local requirements; acts as liaison between the City and federal, state, and local public health and environmental agencies; works collaboratively to help develop and clarify environmental laws, standards, policies, and requirements; coordinates procedures and programs with other internal and external groups on various projects to ensure compliance requirements are met; develops and delivers public education outreach programs to promote environmentally-friendly business practices.



# City of Peoria

## HUMAN RESOURCES

### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Oversees drinking water program, industrial pretreatment program, cross connection program, biosolids compliance, reclaimed water compliance, air permitting and storm water compliance programs; ensures SWDA compliance, AzPDES permit compliance, including De Minimis, MS4, MSGP, wastewater discharge, ADEQ APP permit compliance, and EPA pretreatment compliance; oversees preparation and timely submittal of all regulatory compliance reports to MCESD, ADEQ, and EPA.
3	Interprets regulatory requirements and provides departments with compliance direction; compiles and prepares correspondence and complex, comprehensive permit applications for the EPA, ADEQ, and MCESD / MCAQD; Researches county, state, and federal regulations to anticipate, prepare for, and maintain compliance standards; develops regulatory updates to City Code as needed.
4	Oversees the operations of the chemical and microbiological laboratory; plans, organizes, reviews, and evaluates laboratory programs that support department operations and processes; supervises, plans, directs, and coordinates the department's laboratory and environmental monitoring program to maintain the accuracy and consistency of the laboratory with all county, state, and federal mandates; implements approved standards, quality assurance and control.
5	Administers the City Storm Water Compliance Program and Air Quality Permit Compliance Program; administers, develops, and implements Best Management Practices and Storm Water Management policies.
6	Collects and evaluates data in support of recommendations for department budget allocations; monitors program / project level budgets and expenditures; presents proposals for approval, payment, and recommended adjustments.
7	Develops and conducts public education and outreach activities; provides training to City personnel on environmental compliance issues; represents the City in stakeholder meetings, regional municipal cooperative efforts, and professional associations pertaining to regulatory compliance to ensure the City's best interests are served.



# City of Peoria

## HUMAN RESOURCES

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here 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 functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"						
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.						
Office	Outdoors		Vehicle	X	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.		Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator, vehicle.

### PROTECTIVE EQUIPMENT REQUIRED:

Safety footwear.