



Title: Environmental Quality Compliance Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Environmental Compliance Supervisor.
Exercises direct supervision over 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:**
 - Arizona Water or Wastewater Treatment Certification II upon hire.
 - Arizona Water or Wastewater Distribution/ Collection Certification II upon hire.
 - 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 Biology, Chemistry, Geology, Environmental Science, Conservation Biology, Ecology or other similar life/earth or medical science related field.

JOB SUMMARY

The purpose of this position is to ensure regulatory compliance for wastewater, drinking water, storm water, biosolids, pretreatment, reclaimed water, recharged water, collection system, air quality, backflow prevention, plans review, and construction inspection. Provides operational support for wastewater treatment plants, water treatment plants, collections systems, distribution system, production systems, streets, facilities and parks. Maintains compliance with the Clean Water Act, the Safe Drinking Water Act, the Clean Air Act, Resource Conservation and Recovery Act, Federal Emergency Planning and Community Right to Know Act, Comprehensive Environmental Response, Compensation and Liability Act, Toxic Substances Control Act, and state and county regulations. Provides frontline supervision of Water Quality Inspectors; budgetary management; City representation for stakeholder and regulatory proposals and amendments; updates City code as necessary to ensure compliance with federal, state, and county requirements.



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	Wastewater Regulatory Compliance. Supervises sampling efforts; monitors environmental work procedures, maintenance, and operations; QA / QC all lab reports to ensure compliance with permits; reports any excursions and exceedances to proper regulatory authorities; prepares and submits periodic reports to regulators; manages water quality process control support for operations staff and long range water quality planning; monitors trends of sampling analysis and advises operations staff of any water quality concerns.
3	Storm Water Regulatory Compliance. Supervises inspection efforts and compliance enforcement for all storm water structures located in the City that have potential to discharge to the City MS4; monitors environmental work procedures, maintenance, operations, and schedules to ensure regulatory compliance; maintains database of storm water records, including monitoring chemical, metal, or toxic waste discharges to City MS4; prepares and submits annual report to regulators; updates City code to ensure compliance with federal, state, and county regulations; develops and implements required Public Involvement programs, public education and outreach activities; coordinates and oversees Illicit Discharge Detection and Elimination investigations.
4	Pretreatment Regulatory Compliance. Establishes, implements, and supervises inspection schedules, compliance enforcement, and methods for industrial wastewater pretreatment programs; implements policies and procedures to ensure compliance with regulations; prepares and submits periodic reports; maintains databases of industrial wastewater pretreatment records, including monitoring chemical, metal, or toxic waste discharges into sanitary sewers; QA / QC all lab reports to ensure regulatory compliance; investigates odor complaints and initiates odor studies; coordinates laboratory and industrial wastewater sampling activities; updates City code to ensure regulatory compliance; implements required public education and outreach activities.



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5	Drinking Water Regulatory Compliance. Supervises sampling efforts, environmental work procedures, maintenance, and operations; ensures all drinking water compliance samples are taken in a timely manner; coordinates lab and sampling activities; ensures water quality process control support for operations staff and long range water quality planning through timely sampling efforts.
6	Permit Application Preparation, Environmental Program Development, and Technical Writing. Prepares, submits, and negotiates complex permit renewals as necessary to ensure compliance with all water quality programs; develops regulatory programs; updates City code; prepares internal and external reports.
7	Data Management and Quality Assurance. Ensures sampling events are documented accurately and completely; ensures all samples meet regulatory requirements and data is retained in appropriate data bases.

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	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	X	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	X	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.	X	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.	X	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	X



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MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, vehicle, hand tools, sampling and flow equipment.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, footwear, eyewear, gloves.