



City of Tempe

ENVIRONMENTAL COMPLIANCE SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	331	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$31.712019
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$42.811058
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Environmental Compliance Supervisor
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Technicians

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
<p>Receives general supervision from the Environmental Services Manager or from other management staff.</p> <p>Exercises direct supervision over Environmental Compliance Inspectors I/II+, Water Quality Specialists or other technical staff and administrative support.</p>

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of full-time technical experience in enforcing or complying with federal, state and/or local environmental regulations, including any combination of experience in administering pretreatment, storm water, cross connection, and/or air quality regulatory programs. One year of lead or supervisory experience is preferred.
<i>Education:</i>	Training equivalent to an Associate’s degree or two-year college program or formal apprenticeship or training with major course work in chemistry bacteriology, environmental sciences, environmental law enforcement or field related to the core duties of the position. A Bachelor’s degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Must possess and maintain a valid driver’s license. ● Possession of a Grade I ADEQ Wastewater Collection certificate. ● Possession of a Grade I ADEQ Water Distribution certificate. ● Completion of the City of Tempe’s O.H.S.A.-compliant Confined Space Training program within six months of the date of hire.

- Certification as a Backflow Specialist by an agency recognized by the State of Arizona within one year of the date of hire.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To develop, direct, administer and supervise the City's Environmental Compliance Sampling and Inspection Programs for pre-treatment, stormwater, cross connection, drinking water, and air quality to ensure compliance with county, state, and federal laws, regulations and permit requirements.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Supervise the scheduling and implementation of all water quality sampling and environmental inspections activities for the City; develop and administer sampling and inspection SOPs and quality assurance procedures to ensure correct and consistent procedures are followed; coordinate compliance and process activities and schedules with regulatory compliance, inspections, and sampling staff, supervisors and management.
- Explain the objectives of the sampling and inspections programs for pretreatment, storm water, cross connection, and air quality to owners, managers and operators of regulated businesses, City staff and management, and residents.
- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; develop and revise sampling plans and standard operating procedures; and ensure adherence to proper workgroup procedures and policies.
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals.
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures.
- Develop and supervise the application of techniques, methods, and processes to increase the efficiency of the Industrial Pretreatment, Storm water, Cross Connection, Drinking Water, Air Quality, Waste Minimization, and SROG technical programs.
- Develop solutions to the more difficult technical or public relations problems relating to assigned programs.
- Prepare comprehensive reports to provide information to fulfill the requirement of local, state, or federal agencies.

- Prepare budget estimates for operational equipment required; develop and administer contracts related to the assigned programs.
- Develop enforcement documents for non-compliant users of the City's water, wastewater, and storm water systems.
- Confer with, and act as City liaison/technical advisor to federal, state, county, and local law enforcement agencies in the implementation of programs related to responsibilities of the position.
- Supervise and participate in the interpretation of analytical reports of waste discharges from business and industry and other water quality sampling to determine compliance with rules and regulations.
- Study new environmental regulations, guidelines, technology, and information in order to stay current on new developments, and disseminate information to subordinate staff; attend meetings, workshops, conference and seminars related to assigned programs.
- Supervise the operation and maintenance of required equipment used in the sampling, treatment, disposal and control of wastewater and stormwater from commercial and industrial, and municipal facilities and infrastructure.
- Oversee implementation of field programs required under the assigned work area.
- Supervise sampling, inspection and enforcement programs to ensure the protection of the City's drinking water system from illegal cross-connections or other risks.
- Supervise staff in the detection of hazardous atmospheres (toxic, explosive, ignitable) in sewers with gas detection equipment; determine means of controlling or eliminating hazards; establish a culture of safety throughout the workgroup and organization.
- Supervise and direct staff in the reading and interpreting plans and specifications; determine whether industrial waste permits and backflow assemblies are required and have been issued or included in plans; enforce the provisions of such permits; initiate civil and/or criminal enforcement actions when necessary; review plans for correction of pollution or violations.
- Develop, administer and maintain data management and retrieval systems for waste treatment, storm water, and cross connection information; collect, transfer, and analyze data used to generate reports and graphs; verify accuracy of data as needed; maintain databases of water quality information, industrial discharges and backflow assemblies as required; develop and maintain field data collection systems for electronic field data entry.
- Supervise the response and resolution of water quality and odor complaints.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 50 lbs.);
- Move heavy objects (up to 50 lbs.);
- Operate city vehicles;
- Work alone for extended periods of time;
- Use tools such as hammers, wrenches, shovels saws and wheel barrels;
- Operate computers and other office machines using repetitive hand/eye movement;

- Extensive reading and close vision work;
- Work in confined areas;
- Climb stairways and ladders;
- Work out-of-doors in inclement weather;
- Traverse uneven surfaces during site visits;
- Work in a stationary position for long periods of time;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Work extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Revised May 2006 (certification)

Revised November 2006 (title change; revamp of duty statement; addition of 40-hour Hazmat Incident Response class)

Revised April 2011 (update certification verbiage)

Revised January 2012 (update duties and mq's)

Revised October 2012 (update duties and mq's)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)