



# City of Tempe

## ENVIRONMENTAL PROGRAM SUPERVISOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	399	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$76,625
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$103,444
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Environmental Program Supervisor
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direction from the Environmental Services Manager or designee.  
 Exercises direct supervision over professional and/or technical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of responsible professional experience in environmental program management, environmental compliance, quality control or directly related to the core functions of this position, including experience with State or Federal water quality regulations. Some supervisory experience is desirable.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in Environmental Engineering, Environmental Science, Environmental Planning, Chemistry, Public Policy or degree related to the core functions of this position. A Master's degree is desirable.
<i>License / Certification:</i>	None

### 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 supervise and coordinate activities in the Regulatory Compliance Section of the Environmental Services Division of the Municipal Utilities Department; to act as a liaison between the City and federal, state, and local public health and environmental agencies; to help develop and clarify environmental laws, standards, policies, and requirements; to develop programs, strategies, and reports to ensure compliance with environmental

regulatory requirements; and to provide complex technical assistance to Municipal Utilities and other department administrators on environmental laws, regulations, policies, and concerns.

## 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.
- Manage, coordinate and evaluate the activities and functions of the Regulatory Compliance Section; assign work activities to subordinate staff and monitor work flow; review and evaluate work products, methods and procedures to ensure quality and compliance.
- Develop and update internal guidance documents and procedures for compliance with environmental laws, regulations, and permit requirements.
- Maintain a database tracking system of environmental permits, regulations, and associated reporting requirements.
- Represent the City to federal, state, and local agencies on environmental issues.
- Coordinate with other department management and staff in developing strategies to ensure compliance.
- Review existing and proposed legislation, rules, and guidance documents, and identify requirements that may affect City operations and programs.
- Negotiate and obtain required federal, state, and local environmental permits and approvals for City facilities, including national Pollutant Discharge Elimination System (NPDES) permits, Aquifer Protection Permits, Air permits, and reclaimed water reuse permits.
- Coordinate submittal of required environmental compliance and non-compliance reports to regulatory agencies, including drinking water, storm water, and wastewater discharge reports.
- Coordinate quality assurance, quality control, and peer-review processes for laboratory analytical results and data reporting.
- Represent the City in regional organizations to track, develop, and influence regulations and policies
- Coordinate implementation of programs, tasks, and monitoring required by regulations and permits.
- Plan and coordinate internal environmental compliance assessments for City facilities with other sections, divisions, and departments.
- Brief management on environmental compliance issues related to City operations.
- 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.);
- Operate city vehicles;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

## 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

*Effective October 1992*

*Revised June 2004*

*Revised March 2007 (job duties and MQs)*

*Revised December 2016 (added physical and/or mental activities)*

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