

MAJOR FUNCTION

This is responsible administrative, supervisory, and technical work in organizing and administering a program to prevent the introduction of hazardous or toxic substances into the City owned sewer wastewater treatment or potential contamination of the aquifer. Work involves the implementation of the Sewers and Sewage Treatment (industrial pretreatment) Code and the Aquifer Protection Code and supporting the Water Utility's Emergency Response Plan (ERP). Work is performed under the general supervision of the Environmental Regulatory Compliance Administrator and is performed with considerable latitude for the use of independent judgment. Work is reviewed through conferences, written reports, and observation for the achievement of desired results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, organizes, and supervises the inspections, compliance, and enforcement activities of the Industrial Pretreatment and Aquifer Protection Programs. Reviews and updates Aquifer Protection and Industrial Pretreatment Codes and the Sewer Use Policy. Trains field inspection personnel in proper code compliance permit reviews, compliance sampling and to interpret lab results as required by ordinance. Develops and administers a permitting process for industrial and commercial users of the City sewer system. Oversees the general management and the daily operations and inspections of the Aquifer Protection and Industrial Pretreatment Program. Coordinates and communicates program activities within the Utility, Management and Administration, Growth Management, and Planning Departments. Ensure all regulatory permits, reports, inspections, submittal timeframes, and supplemental documents are promulgated, completed, and maintained in accordance with local ordinances, Florida rules and laws, and EPA criteria. Performs complex calculations to establish local acceptable pollutant concentrations. Performs and supervises onsite inspections of industries and field data collection and sampling. Recommends hiring, transfer, advancement, grievance resolution, discipline, and dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Keeps abreast of industry and job specific developments and makes suggestions for productivity enhancement. Performs special projects. Performs related work as requested.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of domestic and industrial wastewater treatment processes; and State and Federal rules governing discharge of toxic and hazardous materials. Ability to read, comprehend, prepare, and implement technical manuals, legal interpretations, government laws, ordinances, and regulations. Understanding of hydro geologic principles, basic chemistry, and mathematic principles. Experience or training in conducting field inspections, water quality sampling, working with and recognizing hazardous chemicals, and workplace safety. Ability to communicate effectively both orally and in writing. Ability to conduct field inspections. Ability to manage and supervise subordinates and multiple projects in an efficient and professional manner. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil, environmental science, engineering, hydrogeology, chemistry or a related field and four years of professional experience in environmental management, stormwater management, groundwater management, wastewater collection and treatment operations, or water quality management; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 05-22-90

Revised: 08-20-90

03-22-03

11-07-03*

02-03-04

04-24-09

05-31-24