

ENVIRONMENTAL PROGRAMS SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: The Environmental Programs Supervisor has responsibility for one or more environmental programs which includes analyzing proposed and final environmental regulations to determine impact on City operations; developing plans to ensure compliance, reviewing compliance programs and plans to determine compliance status, developing strategies and criteria for correction actions, and representing the City during meetings of regulatory agencies, regional municipal cooperative efforts, and professional associations. The Environmental Programs Supervisor also works to develop and maintain internal guidance documents and procedures for several other City departments to remain compliant with environmental laws and permits.

This position has full supervisory responsibility for the Environmental Programs Specialists and Environmental Technicians to assign work activities, monitor their work performance and address issues, review and evaluate work products to ensure quality and compliance, and prepare and deliver annual performance reviews. The Environmental Programs Supervisor also analyzes data from the various regulatory agencies on the City's compliance and quality adherence for Mesa's annual report, reviews and approves all contracts drafted by the Environmental Programs Specialists prior to sending the contracts to Purchasing, and acts as the liaison for any external audits performed by an environmental or regulatory agency which requires preparing necessary items in advance of the audit, coordinating and working with the on-site auditors, and preparing any required responses post-audit. The position may include grant management responsibilities.

Distinguishing Features: While the Environmental Programs Specialists have specific areas of knowledge and program responsibility, the Environmental Programs Supervisor has a greater depth and breadth of knowledge of all the program areas to ensure compliance and answer questions for the Environmental Program Specialists regarding air quality, asbestos, environmental site assessments and remediation, hazardous material and waste management, lead-based paint, above ground and underground storage tanks, storm water, and water quality. The Environmental Programs Supervisor also performs supervisor duties in addition to program responsibilities. An employee in this class reports directly to the Deputy Director- Environmental & Sustainability. This class is FLSA exempt – administrative

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Environmental Science, Environmental Engineering, Chemistry, Biology, Industrial Hygiene, Hydrology, Geology or a related field. Extensive (5+ years) full-time, progressively responsible work experience regarding environmental issues and environmental compliance programs. Some (2+ years) supervisory experience or extensive (5+ years) of project management experience is also required.

Special Requirements. Must possess a valid Arizona Driver's License by hire date or promotion date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in

accordance with CFR 1910.134 by hire or promotion date and must maintain certification. Must be able to obtain Occupational Safety and Health Administration 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) certification within 12 months of hire or promotion or maintain annual refresher training. For those program areas directly managed by this class, must obtain Asbestos Hazard Emergency Response Act (AHERA) certification, Department of Transportation Hazardous Materials (DOT) certification, and United States Environmental Protection Agency Resource Conservation and Recovery Act (RCRA) certification within 12 months of hire or promotion or maintain annual refresher training.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Broad based experience managing storm water, air quality, hazardous materials/wastes, and asbestos programs is highly desirable. A Master's Degree from an accredited college or university in a related field or certification as a Professional Engineer, Industrial Hygienist, or Hazardous Materials Manager is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Informs the general public of regulations and requirements of City codes. Provides training to City staff regarding environmental regulations and compliance programs. Prepares and maintains standard operating procedures as they relate to environmental programs. Maintains good working relationships with local industrial officials by providing information regarding regulations, assisting in the completion of compliance questionnaires, answering general questions, etc., to encourage cooperation and promote and encourage compliance with regulatory requirements. Communicates with regulatory agencies, businesses, and the general public on compliance issues. Maintains excellent documentation for compliance purposes. Compiles, analyzes, interprets, and develops reports, best management practices, and/or educational materials. Works cooperatively within a team environment to develop and implement compliance programs.

Manual/Physical: Conducts inspections of industrial operations, construction sites, and other facilities as required. Conducts field work including collecting solid and liquid waste samples and operates sampling equipment. Uses common hand tools. Cleans work area and equipment. Carries and moves sampling equipment. Mixes acids, bases, and other chemicals to collect and preserve samples and perform field tests. Works with potentially hazardous materials requiring the use of specialized protective equipment. Works outside in all weather conditions. Distinguishes colors to perform color-comparative tests. Operates a variety of standard office equipment including a personal computer (PC). Operates a sedan and pickup truck requiring a standard Arizona Driver's License to perform field work and inspections. Enters data into a PC to update computer files, prepare inspection reports, and prepare correspondence. Meets scheduling and attendance requirements.

Mental: Reads, analyzes and interprets complex environmental information and data. Supervises and evaluates the work of staff. Prioritizes own work, work of others, and assigns work to staff. Develops

presentation materials. Analyzes compliance requirements. Analyzes, evaluates and interprets regulations, laboratory analytical results, and compliance program documents. Analyzes inspection conditions and results to make recommendations regarding corrective actions and compliance. Comprehends and makes inferences from City codes and regulations when inspecting facilities for compliance. Develops personal and staff action plans to complete assigned divisional goals and objectives. Prioritizes work assignments and manages personal time on a daily basis to meet division and program inspection goals and requirements. Learns job-related material through on-the-job training, attendance at professional seminars, and continuing education. Maintains proper financial records and documentation for contracts, grants, and internally funded programs.

Knowledge/Abilities:

Knowledge of:

ordinances, rules and regulations governing storm water discharges, particulate pollution, air quality equipment permitting requirements, ASTM standards for Phase I and Phase II Environmental Site Assessments, biomedical waste, and hazardous materials;
principles and practices for field monitoring protocols, sample collection, preservation, analysis, and documentation requirements;
occupational and safety precautions at industrial and construction work sites;
the effects of chemicals on human and ecological systems;
principles and practices of environmental science, engineering, and chemistry as related to environmental quality;
principles and practices of public administration, personnel administration, supervision, continuous quality improvement and customer service; and
principles and practices of project management.

Ability to:

Perform a broad range of supervisory responsibilities over others;
Make recommendations on personnel including hiring, evaluating, discipline and recognition;
Read and interpret construction drawings and engineering plans;
evaluate and communicate complex environmental compliance information;
communicate complex policy and technical material to staff, management, public officials, the general public, and the media;
establish and maintain effective working relationships with all levels of management, staff, other local governments, state and federal environmental agencies, and the general public;
develop and/or revise environmental compliance programs;
assist other work groups to develop compliance program implementation strategies;
conduct inspections using appropriate sampling and analysis methods;
maintain proper records and documentation;
develop written materials relating to environmental programs;
work cooperatively with coworkers, representatives from other City departments and regulatory agencies;
provide field assistance during hazardous materials response incidents; and
assume primary responsibility for managing field activities during various types of remediation projects.

Environmental Programs Supervisor

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The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

New 5/18

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EEO-TEC

JOB FCTN- Technician

INCREMENTS 60-200

PAY GRADE 54

IND-9410

SWORN: No