

WATER RESOURCES ENVIRONMENTAL COMPLIANCE SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Water Resources Environmental Compliance Supervisor is responsible for supervising and reviewing the work of staff involved with ensuring the City of Mesa's compliance with federal, state, county, and local regulations for drinking water treatment plants, wells, the distribution system, reclaimed water treatment plants, reuse system, wastewater collection system, commercial properties, and industrial properties. This position is tasked with the formulation and implementation of policies and work procedures that ensure continuity of operations, performance, and maintenance of associated equipment. A Water Resources Environmental Compliance Supervisor is expected to exercise independent judgment in handling routine and emergency conditions in the related programs, ensuring the City meets all federal, state, county, and local regulations. Duties include: planning and supervising staff in public outreach and education including responding to complaints and inquires; participating in the selection, training, and daily performance evaluation of staff; providing guidance and assistance to subordinates and managers through coaching, mediation, monitoring, tracking, coordinating, recommending, and conducting managerial oversight and guidance; providing regulatory oversight for capital improvement projects and commercial and industrial site projects; tracking monthly program compliance; preparing comprehensive reports to provide information as required by federal, state, county, and local regulatory agencies and the public; reviewing comprehensive reports and providing detailed information and recommendations; compiling data to assist the Water Resources Department in preparing the annual operating budgets; reviewing operating expenditures within the compliance program; submitting and administering contractor bids and proposals for equipment and services related to the assigned group; and managing the review and inspection of new and modified building plans for compliance with ordinances and building standards.

An incumbent in this class is required to oversee regulatory inspections; laboratory testing results and equipment maintenance; and ensure proper procedures are adhered to. Additional duties include: reviewing or issuing orders of compliance, notices of violations, permits, fees, billing, and audits; overseeing and ensuring that the proper Occupational Safety and Health Administration (OSHA) and safety procedures are adhered to, including providing staff safety training, safety equipment, and procedures and documentation as required by position assignment; and representing the Water Resources Department and the City in meetings, inspections, regulatory stakeholder groups, public comment on proposed regulatory rules, and any situation where interpretation by the Subject Matter Expert (SME) is required or requested. Areas of assignment include: Water Quality, Reclaimed/Air Quality, and Industrial Pretreatment and Cross Connection. This class may be subject to 24 hours a day, seven-days a week emergency call-out. An employee in this class performs related duties as required.

Water Quality Assignment: Maintains compliance with the Safe Drinking Water Act Regulations for drinking water treatment plants, the distribution system, and drinking water wells.

Reclaimed/Air Quality Assignment: Maintains compliance with the Clean Water Act, the Clean Air Act, and the Arizona Groundwater regulations for all treatment plants, reservoir, and pump station sites with generators, monitoring wells, and reuse distribution system.

Industrial Pretreatment Assignment: Maintains compliance with the Code of Federal Regulations (CFR) 40 CFR Parts 400-699 and the City of Mesa Code Title 8 Health and Sanitation, Chapter 4 Sanitary Sewer Regulations for the reclaimed water plants, the collection system, and commercial and industrial properties.

Cross Connection Assignment: Maintains compliance with the International Plumbing Code, the Uniform Plumbing Code, the Arizona Administrative Code § 18-4-215 and the City of Mesa Code Title 8 Health Sanitation, Chapter 1 Backflow Prevention and Cross Connection Control for the distribution system, commercial properties, and industrial and residential properties with landscape meters or non-City of Mesa water sources.

Distinguishing Features: This classification is distinguished by its responsibilities for ensuring the City's compliance with local, state, county, and federal laws pertaining to drinking water, reclaimed water, air, cross connection, backflow prevention, and industrial and commercial waste discharges. Work requires considerable exercise of initiative and independent judgment. This class supervises Water Resources Environmental Compliance Inspector I's and II's and is supervised by the Regulatory Compliance Program Manager through meetings, conferences, and reports concerning certification and inspection activities, problems encountered, and overall results achieved. 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. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in Water/Wastewater, Chemistry, or related field. Considerable (3 - 5 years) full-time technical experience in enforcing or complying with federal, state, county, and/or local environmental regulations, including experience in administering drinking water, reclaimed water, air quality, and industrial pretreatment or cross connection programs (*depending on assignment*). Six months experience in a lead capacity.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Twenty-four-hour HazWoper certification is required within 18 months of hire or promotion date. Must possess a Grade II (or higher) Wastewater Collection System Operator or Grade II (or higher) Wastewater Treatment System Operator certification from the Arizona Department of Environmental Quality (ADEQ) or equivalent certification from another state through reciprocity with Arizona by application date (*Industrial Pretreatment and Reclaimed Water/Air Quality Assignments*). Must possess a Grade II (or higher) Water Distribution System Operator or Water Treatment System Operator certification ADEQ or equivalent certification from another state through reciprocity with Arizona by application date (*Water Quality and Cross Connection Assignments*). Certifications through reciprocity must be obtained within three months of hire or promotion. This class shall be responsible for acquiring a minimum of 30 professional development hours (PDHs) every three years to maintain their ADEQ Certification.

Cross Connection Assignment: Must hold a valid Backflow Prevention Assembly General Tester Certification by hire or promotion date. Must complete the Program Specialist in Cross-Connection Control training class within one year of hire or promotion date.

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: None.

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: Communicates with the general public; other City employees; vendors; management; contractors; and federal, state, county, or city officials. Explains, interprets, and enforces federal, state, county, and local regulations and ordinances. Prepares inspection reports, corrective action letters, analytical results, regulatory reports, and letters to support the area of assignment. Responds to complaints and questions from citizens; other departments; and federal, county, and state agencies. Assists with and conducts education activities or presentations to individuals, businesses, or small groups on assignment area. Computes and compiles information to be used in compliance reporting and for reference by City employees and Mesa citizens.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, and federal, state, county, and local regulations. Inspects, monitors, and evaluates information and work conditions in order to determine compliance with prescribed federal, state, and local environmental regulations. Uses site survey techniques to investigate and determine compliance. Ability to distinguish between colors for testing purposes. Detects toxic gases. Operates a motor vehicle requiring a Class D Arizona Driver's License. Operates a personal computer (PC), databases, and copy machine to write reports, compile data, and label equipment. Prepares and/or updates maps, and schedules inspection and sampling events. Moves heavy (50+ pound) objects, such as meter box lids, backflow cages, manhole covers, full samplers, and coolers for distances of up to 15 feet. Uses common hand tools such as ladders, hammers, screwdriver, wrenches, pliers, shovel, etc. Works around large pumps and valves on construction sites with open trenches and heavy equipment present. Works in an environment where personal protective equipment is required. Works in small, cramped areas which may include kneeling and bending over. Works in a variety of weather conditions. Meets scheduling and attendance requirements.

Mental: Prioritizes, organizes, plans, and schedules work activities of staff. Supervises and evaluates the work of staff to ensure compliance with standard operating procedures, and federal, state, county, and local regulations. Completes performance appraisals. Acts as the SME to provide comments for new regulations, assists in updating City ordinances, and ensures the City is in compliance with any regulations for the assigned group. Compiles and analyzes test data to determine compliance with federal, state, county, and local regulations. Uses independent judgment to resolve complex issues. Uses a PC and related software programs to generate reports. Investigates industrial and commercial

sites to determine compliance with federal, state, county, and local regulations. Understands the technical basis for federal, state, county, and local regulations, and is able to apply them to specific situations. Reviews civil and architectural drawings and schematics for compliance. Coordinates work activities with other City departments to complete projects and provide information for capital improvement projects. Performs calculations to determine compliance and trends.

Knowledge and Abilities:

Knowledge of:

ordinances, rules, and regulations pertaining to public water systems, collection systems, drinking water treatment plants, reclaimed water plants, backflow prevention programs, and industrial and commercial waste discharge;
water system operation and the dynamics and characteristics of water pressure and flow;
point-of-use water treatment devices and their proper applications;
backflow prevention assemblies and their applications;
cross-connection control practices and procedures;
techniques involved in collecting drinking water, reclaimed water, air, solids, sewer, or industrial samples and performing the related field tests;
the calibration and operation of air-monitoring equipment to detect hazardous atmospheres;
the techniques involved in taking sewage and industrial waste samples and making related tests;
the installation, maintenance, and operation of pretreatment facilities used for the control of industrial wastes;
lab procedures and practices;
how to use PC based word processing, spreadsheet, and database programs;
occupational and safety precautions of the work; and
the basic principles, practices, and procedures of employee supervision, technical training, and evaluation.

Ability to:

operate and care for test equipment used in work activities;
inspect and ensure equipment related to the group assigned is operating properly;
inspect sanitary sewers for pollution from industrial waste;
implement and explain the policies and regulations pertaining to the group assigned;
prepare clear, concise, and accurate reports, permits, enforcement actions, and related written materials;
conduct and supervise sampling of the group assigned;
modify City ordinances as needed to comply with changing federal laws;
assess compliance based upon permit applications, self-monitoring reports, City monitoring results, and inspection findings;
review and comment on construction plans to assure compliance with federal, state, county, and local requirements;
determine the appropriate industrial user classification for an industry and the federal and local regulations appropriate to specific industrial and commercial users;
inspect and approve pretreatment and backflow systems and/or devices for obtaining certificate of occupancy through development services;

determine the appropriate sampling and analysis to be required of each user in order to accurately assess compliance;
prepare for, participate in, and pass EPA, ADEQ, county, and local inspections and audits of Mesa's programs;
use a variety of software programs effectively including GIS, CIS, LIMS, DIMES, and Compliance Solutions; and
represent the City and establish and maintain effective working relationships with coworkers, regulatory agencies, tribes, municipalities, property and business owners/officers, and their representatives.

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.

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KK/sb/lv

CS5011.DOCX

EEO-Tech

JOB FCTN-TEC

Non-DOT Safety-Y

Non-DOT Random-N

DOT-N

INCREMENTS 81-200

PAY GRADE 50

IND-7520

SWORN-No

Non-DOT Security-Y

CDL-N

RESP-N