



City of Tempe

ENVIRONMENTAL COMPLIANCE SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	331	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Environmental Compliance Supervisor
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives supervision from management staff.
Exercises direct supervision over technical and/or administrative staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years of experience in the enforcement of or compliance with federal, state and/or local environmental regulations, including experience in administering pretreatment, stormwater, fats, oils, grease (FOG), backflow prevention and/or air quality regulatory programs. One (1) year of lead or supervisory experience is preferred.
<i>Education:</i>	Equivalent to an associate degree with major course work in chemistry, biology, 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"> ● Possession of a valid driver's license. ● Possession of an Arizona Department of Environmental Quality (ADEQ) Grade I Wastewater Collection System Operator certification. ● Possession of an ADEQ Grade I Water Distribution System Operator certification. ● Completion of the City of Tempe's Occupational Safety and Health Administration (OSHA) Confined Space Training program within six (6) months of hire. <p><u>When Assigned to Cross Connections Control Program</u></p> <ul style="list-style-type: none"> ● Possession of, or required to obtain within one (1) year of hire, a Backflow Specialist certificate by an agency recognized by the State of Arizona.

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, FOG, Tempe Grease Cooperative (TGC), 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.

- Supervise the scheduling and implementation of all water quality sampling and environmental inspection activities for the City; develop and administer sampling and inspection Standard Operating Procedures (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, stormwater, FOG, cross connection and air quality to owners, managers and operators of regulated businesses, City staff, 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 SOPs; 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, Stormwater, FOG, TGC, Cross Connection, Drinking Water, Air Quality, Waste Minimization and SROG technical programs.
- Address and recommend solutions to technical or public relation concerns related to assigned programs.
- Prepare comprehensive reports to fulfill the requirements of local, state or federal agencies.
- Prepare budget estimates for operational equipment; 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 discharge from businesses, industries and other water quality sampling to determine compliance with federal, state and local rules and regulations.
- Stay current on environmental regulations, guidelines, technology and information, and disseminate information to staff; attend meetings, workshops, conferences and seminars related to assigned programs.
- Supervise the operation and maintenance of required equipment used in sampling, treatment, disposal and control of wastewater and stormwater from commercial, 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 reading and interpreting plans and specifications; determine whether industrial waste permits, wastewater treatment, grease control devices 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, stormwater, FOG, TGC 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, inspections 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.

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

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ: Competencies</p>		

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)

Revised October 2020 (Update reporting relationships, MQ's, essential functions, and other duties)