



# ENVIRONMENTAL COMPLIANCE SUPERVISOR

Job Status: Exempt  
Date Adopted: 05-13-2025  
Date Modified: 05-13-2025

Safety Sensitive Position

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

---

## DEFINITION

Under general supervision, oversees environmental regulatory compliance programs, including the District's pretreatment programs for commercial and industrial customers, with oversight of inspections, investigations, and enforcement actions. As assigned, work may include scheduling, assigning, and coordinating the work of lower staff; managing consultant contracts; investigating, inspecting, and sampling for compliance with laws, rules, and regulations; providing technical assistance during spills and investigations; preparing reports and correspondence; coordinating sewer improvement capital projects; and maintaining complex records.

## DISTINGUISHING CHARACTERISTICS

This classification is responsible for exercising independent oversight and leadership of assigned environmental regulatory compliance programs and performing professional analysis and technical support in the evaluation and compliance enforcement of applicable laws, ordinances, codes, and regulations. May exercise technical and functional direction and provide training to less experienced staff as designated subject matter expert.

## SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Engineering and/or the Assistant General Manager.

## ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### Essential Functions:

1. Ensure that waste discharge activities meet regulatory standards, protect District sewer collection infrastructure, and protect downstream/receiving waste treatment facilities.
2. Responds to inquiries, concerns, and complaints from the public and stakeholders; provide information regarding wastewater discharge and water quality regulations related to programs.
3. Coordinate and monitor all wastewater utility environmental compliance activities. Prepares various reports, documentation, and correspondence; prepares and maintains documentation of investigations, inspections, and other permit-related activities.
4. Conduct regular inspections and audits of industrial waste producers; oversee the District's Fats Oil and Grease program; Monitor discharge systems for adherence to permits, including limits for pollutants and reporting requirements.

## **Environmental Compliance Supervisor**

5. Prepare and submit required reports to regulatory agencies, ensuring timely and accurate compliance with permit conditions; Liaise with environmental regulatory bodies and resolve compliance-related issues.
6. Review laboratory test results and advise on necessary corrective actions when limits are exceeded.
7. Investigate instances of non-compliance and take corrective actions to mitigate risks of fines, penalties, and environmental damage.
8. Develop and implement waste discharge control programs, policies, and procedures.
9. Provide recommendations to management regarding improvements in waste discharge operations to ensure ongoing compliance; ensure an overview of compliance procedures, regulatory changes, and best practices for waste discharge management.
10. Work closely with internal departments to ensure waste discharge compliance; Assist in developing waste management strategies that align with sustainability goals and environmental responsibility.
11. Coordinates and assists regulatory inspectors, consultants, and contractors hired for specialized services.
12. Assists and participates in developing and administrating the Industrial Waste Division's annual budget.
13. Represent the District at regional forums related to pretreatment and wastewater compliance.
14. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs and respond as a Disaster Emergency Service Worker.
15. Regular attendance at the work site.

### **Marginal Functions:**

1. Performs related duties and responsibilities as required.
2. Conduct training sessions on environmental laws, proper waste disposal methods, and spill response protocols.
3. Serve as support for backflow and cross-connection prevention program.
4. Can lead sewer rehabilitation project management work, including administration of construction contracts; attend project review meetings; assist in coordinating construction inspection activities; conduct a preliminary review of invoices requesting progress payments; coordinate directly with contractors.

## Environmental Compliance Supervisor

### KNOWLEDGE, SKILLS, AND ABILITIES

#### **Knowledge of:**

Local, state, and federal environmental regulations related to waste discharge and disposal. Operational characteristics of mechanical equipment and tools used in the area of work assigned.

District service area and locations of sewer facilities and equipment.

Sewer collection system operation and response.

Environmental and safety laws, regulations, and District policies pertaining to water quality, air quality, and wastewater collection systems.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

#### **Ability to:**

Communicate effectively, both verbally and in written formats, when reporting regulatory communication.

Prepares and concise records, reports, and other written materials.

Interact effectively with the public and other employees.

Communicate effectively with regulatory agency personnel.

Establish and prioritize action items and multitask effectively.

Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.

Use creative thought to solve problems, including new and innovative technologies and techniques.

Participate in groups and committees that affect District operations, policies, and procedures.

Use Microsoft Outlook, including accessing forms within public folders, sending and receiving emails, and using the calendar and scheduling functions effectively.

Use analytical skills, with experience in interpreting environmental data and compliance reports.

Be detail-oriented with the ability to manage multiple tasks and meet deadlines.

### REQUIRED QUALIFICATIONS

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

<b>Job Title</b>	<b>Environmental Compliance Supervisor</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Five (5) years of experience performing the operation and maintenance of wastewater collection systems or two (2) years of experience in environmental compliance, investigations, and enforcement.</li></ul>
<b>Education/Training</b>	<ul style="list-style-type: none"><li>• Equivalent to a Bachelor's Degree in Environmental Science, Environmental Engineering, Chemistry, or related field.</li></ul>
<b>Required License/Certification</b>	<ul style="list-style-type: none"><li>• Possession of a Collection System Maintenance Certificate, Grade 3.</li><li>• Possession of a valid D3</li></ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"><li>• CWEA Environmental Compliance Inspector Grade 2</li><li>• Collection System Maintenance Certificate, Grade 4</li><li>• Possession of a Master's Degree in Environmental Science, Environmental Engineering, Chemistry, or a related field.</li></ul>
<b>DMV Class</b>	<ul style="list-style-type: none"><li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li></ul>

## **Environmental Compliance Supervisor**

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### **Environment:**

Primarily office-based with occasional site visits for inspections and audits. Travel may be required to visit various waste discharge facilities or regulatory agencies. Exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, vibrations, and all types of weather and temperature conditions. Incumbents may be required to work extended hours, including evenings and weekends.

#### **Mental:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with those encountered in the course of work, some of whom may be demanding, dissatisfied, and or upset.

#### **Physical:**

Incumbents require sufficient mobility to work in an office setting and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weight; operate office equipment including the use of a computer keyboard; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

#### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

#### **Hearing:**

Hear in the normal audio range with or without correction.