

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: ENVIRONMENTAL CONTROL SUPERVISOR

DATE: 7/1/2024

JOB CODE: 2075

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

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.

DUTIES SUMMARY

Under general direction to develop, implement, and supervise the Department's Pre-Treatment Program for inspection and monitoring of industrial, commercial, institutional, and governmental establishments to ensure that waste discharge is in compliance with Department Rules and Regulations and state and federal mandates, and within the water reclamation facility's treatment and processing capability; to develop community and user understanding and cooperation through continuing programs of public relations and education; to recommend assessment of penalties for noncompliance; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Environmental Control Supervisor is the supervisory/managerial level in the environmental control series. Supervision is received from the Environmental Manager. Supervision is exercised over Environmental Control unit staff.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Develop and implement programs for the inspection and monitoring of industrial, commercial, institutional, and government establishments to determine the effects of industrial waste waters on the sewerage system and brine waste on the Inland Empire Brine Line;

- Supervise, train, develop, assign work to and evaluate the performance of Environmental Control personnel;
- Establish on-site inspections of various establishments;
- Issue Industrial Waste and Brine Permits, when applicable, and enforce the provisions of the permits and applicable rules and regulations;
- Issue enforcement notices, as applicable;
- Recommend and ensure that corrective measures are taken;
- Analyze damages and costs incurred and recommend assessments to be charged to violators;
- Secure evidence of violations and appear as a witness in court as required;
- Assure that safety equipment is used and worn by employees, and that proper safety standards and procedures are adhered to;
- operate Department vehicles; and
- Perform related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Requirements of City ordinances and state and federal mandates governing the treatment, control, and discharge of industrial wastes;
- Industrial discharge inspection techniques, including flow measurement, sampling, and testing techniques;
- Methods of conducting standard laboratory tests for determining the content and nature of industrial waste;
- Detailed knowledge of types of pollutants and chemical treatment of waste water;
- Principles of supervision and training;
- Appropriate safety precautions and procedures.

Ability to:

- Interpret laboratory analysis reports and use sound judgment in the application of findings;
- Make accurate mathematical and statistical computations;
- Maintain thorough and accurate records of investigative activities and findings;
- Prepare clear and concise reports and communicate effectively;

- Read and understand blueprints;
- Deal tactfully and effectively with the public and representatives of industrial and commercial firms;
- Lift from 5 to 20 pounds in normal duties;
- Work under moderate to high stress conditions;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Option 1

Education: Bachelor's degree from an accredited college or university with major coursework in chemistry, biology, environmental science or closely related field.

Experience: Four (4) years of experience performing complex office and field duties associated with the interpretation, application, and enforcement of federal, state, and local regulations related to wastewater and stormwater discharge which included one (1) year of lead experience providing training and direction to inspectors and other support staff.

Option 2

Education: Associate's degree from an accredited college or university with major coursework in chemistry, biology, environmental science, or closely related field.

Experience: Six (6) years of experience performing complex office and field duties association with the interpretations, application, and enforcement of federal, state, and local regulations related to wastewater and stormwater discharge, which included one (1) year of lead experience providing training and direction to inspectors and other support staff.

Option 3

Education: High school graduation, or equivalent.

Experience: Eight (8) years of experience performing complex office and field duties associated with the interpretation, application, and enforcement of federal, state, and local regulations related to wastewater and stormwater discharge, which included one (1) year of lead experience providing training and direction to inspectors and other support staff.

Certificate: **For all options:** Possession of an Environmental Compliance Inspector Grade II, or higher, certification issued by the California Water Environment Association (CWEA) is required at time of application.

Possession of a CWEA Environmental Compliance Inspector Grade III is desired.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid California Class "C" driver's license is required. Note: For out-of-state applicants, a valid driver's license is required, and a valid California Class "C" driver's license is required within ten (10) days after appointment (Vehicle Code 12505a).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a variety of environmental and weather conditions, transport materials and supplies weighing up to 100 pounds, work in man-lift 30 to 60 feet, and work to heights of 150 feet. Must be able to work under moderate to high stress conditions. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Job Description:

Approved:

Rev:

Rev. w/title chg from Env. Control Officer

5/26/1987

9/25/2001

6/28/2022

6/25/2024

Testing Standards: App Review/Supp App Review