

## **CLASS TITLE: ENVIRONMENTAL COMPLIANCE SPECIALIST**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for technical, administrative and supervisory work involving water, wastewater or storm water system sampling, flow, concentration and pollutant loading calculations, pretreatment system design reviews, inspections and improper discharge investigatory activities and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Supervises and reviews the work of subordinate personnel in drinking water quality, industrial pretreatment or storm sewer discharge programs
- May inspect and permit new or existing sources of industrial waste discharges
- Assists industry's effort in pollution prevention and water conservation through the distribution of publications, training and site assessments
- Assists in the dissemination and presentation of public health and environmental awareness information
- Investigates reports of drinking water complaints, illegal or problem waste entering the sanitary or storm sewer systems and initiates appropriate remedial procedures
- May inspect and/or review pretreatment system plans of proposed industrial or commercial wastewater sources
- Assists in the administration of Pretreatment, Storm Water or Hazardous Materials programs
- Directs and trains personnel and assists in ensuring compliance with applicable federal, state and local water quality and sanitary pretreatment standards, discharge limitations or storm water regulations and permits
- Assists in the computerization of data needed for report generation and distribution to various regulatory agencies, management and citizens
- Reviews and interprets pertinent federal, state and local regulations
- Supervises sampling of drinking water quality, industrial pretreatment or storm water systems with specialized sampling equipment
- May respond to hazardous chemical releases to the sanitary and/or storm sewer systems and supervises clean-up of releases or spills
- Performs environmental assessments of property
- Compiles, analyzes and interprets data
- Prepares and presents reports, purchase requisitions and budget requests
- Maintains various records and inventory
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in environmental or chemical engineering, chemistry, biology, environmental science, geology or hydrogeology and two (2) years of work experience related to water and wastewater treatment, industrial waste disposal or storm water management; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of environmental engineering, chemistry and related environmental concerns; good knowledge of water distribution systems and treatment processes; good knowledge of sanitary sewage collection systems and treatment processes or storm water management practices; and good knowledge of computers and computer database, word processing and spreadsheet programs. Ability to plan and supervise the work of others; ability to conduct tests utilizing specialized technical equipment; ability to keep accurate records and statistical data; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 50 pounds; may be subject to walking,

standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of an Oklahoma Class "D" Operator's License; individuals within this classification will be required to obtain an applicable Water/Wastewater License as issued by the Department of Environmental Quality (DEQ); and possession of or ability to obtain certification of OSHA 40 hour Hazardous Material Response Training.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; requires travel to various City locations to conduct investigations, inspections and spill responses; may be exposed to industrial chemicals and hazardous materials and may be subject to call-back.

**Class Code: 2070**

**EEO Code: E-02**

**Pay Code: STE-34**

**Group: Engineering, Planning & Technical**

**Series: Sub-professional Engineering & Technical**

**Effective Date: July 21, 2021**