CLASS TITLE: ENVIRONMENTAL MONITORING ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for advanced engineering and administrative work in planning, coordinating, and supervising the environmental monitoring and hazardous materials programs; and performs other related assigned duties.

ESSENTIAL TASKS:
- Interprets and assures compliance with ordinances, state and federal regulations, and the City's NPDES Permit requirements pertaining to industrial waste disposal and stormwater discharges
- Supervises the work of subordinates engaged in processing applications for permits to discharge into the City's sewer systems
- Manages handling of hazardous materials and hazardous waste
- Manages subordinates engaged in sampling of water, wastewater, stormwater, streams, and rivers
- Manages subordinates/contractors engaged in environmental audits and/or assessments
- Controls the establishment and adjustment of sewer service discharges for industrial users and other special accounts
- Directs the monitoring of industrial wastewater and stormwater discharges and the collection and accounting of permit fees, monitoring charges, and fees
- Reviews and approves plans for pretreatment technologies submitted by prospective dischargers
- Interprets and assures industry compliance with federal regulations and EPA permits through fine enforcement
- Assures City compliance with federal regulations and EPA permits
- Cooperates with federal and state agencies and other City departments on matters of environmental concern
- Promotes voluntary compliance by industries and others concerning pollutant and hazardous discharges into the sewer systems
- Manages projects as requested
- Establishes sewer service changes for industries
- Mitigates and remediates spills to the environment
- Writes job reports and letters
- 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 engineering, chemistry, or other science related fields; and seven (7) years of experience related to stormwater or industrial wastewater treatment and discharge; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of federal, state, and local laws, codes, and regulations pertaining to waste disposal and clean water standards; considerable knowledge of the principles, techniques, and processes of wastewater treatment and pretreatment technologies; ability to plan and supervise the work of others; ability to prepare comprehensive reports and maintain detailed records; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, and pulling up to 60 pounds; occasional pushing up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

<u>Licenses and Certificates:</u>   Possession of a valid Oklahoma Class "D" Operator's License and possession of a valid Class "A" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ).

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and occasionally outdoors and in inclement weather; and requires some travel to various locations to conduct inspections.

Class Code: 1050
EEO Code: E-01
Pay Code: EX-48

Group: Engineering, Planning and Technical
Series: Professional Engineering

Effective date: July 1, 2000