

MAJOR FUNCTION

This is responsible professional, supervisory, administrative, and technical work managing the City's adherence to the local, state and federal regulations that govern environmental compliance and the on-going operations, including maintenance of the City's water production/distribution and wastewater collection/treatment activities. Duties include serving as liaison to regulatory agencies; interpretation of laws, regulations, rules and ordinances; environmental protection program implementation; performing technical computations; and preparation of permit applications and regulatory reports required to operate the City's water production and wastewater collection and treatment facilities. Incumbent is also responsible for leadership, and oversight of the activities that support the Underground Utilities & Public Infrastructure Department in the acquisition, training and engagement of the diverse employee talent pool needed to meet the department's current and future needs, as well as emergency management activities. Work is performed under general administrative supervision with considerable latitude for the use of independent judgment and selection of work methods and procedures. Work is reviewed through results, inspections and conferences.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Serves as the in-house expert and point of contact for all water and wastewater systems regulatory and enforcement matters with local, state, and federal agencies to ensure that all components of certification, regulatory, consent and administrative orders are met. Serves as the organization's representative for the Environmental Management and Safety System (EMS) Program, and coordinates all activities of the International Organization for Standardization (ISO) 14001 and (ISO) 45001. Reviews and analyzes regulations and legal requirements that have the potential to affect Wastewater Operations and advises management of conflicts or changes needed to ensure compliance. Reviews Federal Registry for environmental issues concerning water and wastewater that may potentially affect the utility or its customers. Develops written comments to proposed regulations affecting water and wastewater operations to reflect the City's opposition or endorsement and makes suggestions for modification. Communicates new regulations and regulation changes to water and wastewater staff and ensures their full understanding of the regulations. Strategizes with assigned staff in identifying, developing and implementing innovative solutions to attract and retain a diverse employee talent pool possessing the knowledge, skills and abilities to meet the Department's current and future human resource needs. Introduces and manages the development and implementation of initiatives, programs and processes to promote and sustain improved employee engagement and performance, the center of which is the Career Progression Program. Ensures the establishment and administration of employee training and safety programs and practices that promote and advance knowledge and skill bases and create a safe work environment for all departmental employees and the public being served. Develops and coordinates emergency preparedness teams and programs for mitigation, preparedness, response and recovery from natural, technological and man-made disasters. Serves as department representative with other emergency preparedness agencies, prepares situation reports and disseminates information as needed. Ensures compliance of collection system operations with environmental and safety guidelines. Ensures timely reporting of any wastewater discharge incidents to Florida Department of Environmental Protection. Ensures timely submission of all required reports or other documents to appropriate regulatory agencies. Performs quality control checks on all regulatory reports submitted to Florida Department of Environmental Regulation. Conducts environmental assistance audits for all areas of operation. Takes the lead in the development of internal environmental protection policies that impact the organization. Recommends the selection, transfer, advancement, grievance resolution, discipline and dismissal of assigned employees. Conducts performance reviews and recommends the approval or denial of merit increases. Performs related work as required.

Other Important Duties

Assists with and conducts OSHA safety and environmental training. Completes special projects as requested. Participates in the development and implementation of strategic plans for the department. Responds to and oversees emergency situations as needed; prepares disaster preparedness plans utilizing the Incident Command System. Performs related work as required.

DESIRABLE QUALIFICATIONSKnowledge, Abilities and Skills

Thorough knowledge of modern methods of Advanced Wastewater Treatment (AWT). Thorough knowledge of local, state and federal regulations and legal requirements pertaining to the water and wastewater operations. Considerable knowledge of the occupational hazards and safety precautions that should be employed in water and wastewater operations. Considerable knowledge of the methods of training and motivating employees to recognize the need for and benefits of environmental compliance. Knowledge of the permitting procedures required by state, federal, and local regulations and their application to water and wastewater operations. Knowledge of wastewater collection means and methods to eliminate sanitary sewer overflows. Knowledge of federal, state and local rules and regulations pertaining to water production/distribution and wastewater collections. Knowledgeable of workforce training methods and ability to develop training curricula that integrates operational and performance needs. Knowledgeable of the Incident Command System and ability to develop emergency preparedness plans and coordinate effective response actions. Ability to gather and compile technical data and to write and present clear and persuasive reports. Ability to perform advanced mathematical computations relative to environmental analyses. Ability to maintain effective working relationships, as necessitated by the work. Ability to plan, develop and implement environmental protection plans and programs and provide the necessary training to covered staff. Ability to interpret technical information and prepare reports for use by management, co-workers and customers. Ability to communicate clearly and concisely both orally and in writing. Ability to use personal computers and the associated programs and applications that are necessary to successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil or environmental engineering, chemistry, biology, environmental science, business, management or a related field and four years of professional experience in coordinating or managing a regulatory compliance program for utilities.

Necessary Special Requirement

Must possess a valid Class E State driver's license at time of appointment.

Established: 05-08-10
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07-27-13
09-09-15
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