



CLASS SPECIFICATION FOR:

Water Quality Compliance Supervisor

General Statement of Duties:

Provides supervision and guidance to assigned staff with primary responsibility for all types of sampling and monitoring including routine, non-routine, and complex at locations Countywide as assigned to ensure consistent and accurate interpretation, application and compliance with current regulations; prepares and maintains a wide variety of technical, financial and other related records; serves as a working supervisor performing a variety of complex monitoring, sampling and testing; prepares violation notices; provides support and backup to the section manager; and performs other duties as assigned.

Distinguishing Features of Class:

Primary duties include serving as a working supervisor and supervising staff with primary responsibility for the monitoring, testing and sampling of wastewater, drinking water, storm water, etc. and related activities by adhering to strictly regulated sampling field test procedures and chain of custody procedures; managing monitoring, inspection and permitting programs, including related documentation and reporting, to ensure the protection and integrity of the collection and distribution systems as well as the water reclamation and biologic treatment processes; performs plan of development research, makes recommendations for monitoring manhole locations, and verifies installation of utilities; handling complex and unusual high bill complaints; performing annual facility compliance inspections of commercial and industrial businesses including related follow-up and documentation; performing all types of monitoring and sampling duties as needed; and researching, documenting and resolving routine and complex discharge issues. Work is performed independently, as a supervisor and as part of a team. Responsibilities afford opportunity for independent judgment in planning work and making technical determinations.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Serves as a first line supervisor responsible for the effective supervision of assigned staff including staff schedules, time cards and leave, performance evaluations, prioritizing and assigning work, and other related activities not limited to selection, training, coaching, mentoring, providing feedback, disciplinary actions and providing development opportunities for assigned staff;
- Collaborates effectively with staff and management to develop policies and procedures necessary to ensure the monitoring, sampling and testing activities are consistent with goals and interests of the community, department and County and all applicable regulatory and permit requirements;
- Ensures consistent and accurate interpretation and application of current regulations;
- Prepares audit schedules of businesses operating within the County;
- Serves as a working supervisor performing all types of monitoring and sampling duties as needed;
- Performs complex and sensitive investigations into discharge incidents and activities;
- Works with the business community to educate on discharge regulations and handling/compliance options, monitoring and regulating discharge activities and resolving identified issues;
- Discerns level of compliance in waste discharge activities (variances), discerns violations including intent, mistakes, accidents and negligence, and assists with implementation of corrective actions;
- Identifies unusual discharge, including researching, documenting and resolving routine and complex discharge issues keeping supervisor appropriately informed;
- Prepares notices of discharge violations and handles compliance enforcement activities;
- Investigates and researches complex and unusual high bill complaints, makes recommendations for resolution, collaborates with staff and customers to implement approved resolutions, and monitors to ensure ongoing compliance;
- Creates and maintains accurate and detailed paper and electronic records related to monitoring/compliance activities;
- Prepares required reports to include regulatory reporting;
- Reviews and researches plans of development (POD) and utility plans for potential issues/risks and makes recommendations to determine location of manholes and subclass of discharge, and verifies installation of utilities;
- Reviews industrial self-monitoring reports for compliance and enters data into County database;
- Administers the liquid hauled waste program to include permitting, monitoring and related records;
- Orders and purchases division-specific equipment and supplies as needed;
- Serves as back-up to the monitoring section manager;
- Directs the annual inspection program for DEQ regulatory compliance, including performing annual facility compliance inspections of commercial and industrial businesses, drafts related technical reports of findings, issues comments and compliance recommendations to businesses, works with stakeholders to implement corrective actions as necessary, and prepares/submits required regulatory reporting;



CLASS SPECIFICATION FOR:

Water Quality Compliance Supervisor

- Responsible for various monitoring and testing program planning, management and evaluation;
- Assists with budget preparation and management;
- Collaborates with regulatory agencies, private labs and other third-party stakeholders as assigned for set-ups, sample collection and testing, to meet all regulatory and permit compliance requirements;
- Responds to citizens' sensitive, unusual and complex questions, inquiries, complaints and issues accurately and appropriately and appropriately involves and notifies supervisor;
- Testifies in court pertaining to related violations of County Code;
- Maintains an extensive working knowledge and understanding of current testing and monitoring processes and equipment, GIS tools and job specific systems, permit requirements, and all applicable regulatory agencies' and permit requirements;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive working knowledge of Clean Water Act and Safe Drinking Water Act regulatory guidelines relevant to monitoring, sampling and testing activities; thorough working knowledge of relevant regulatory guidelines and permit requirements relevant to monitoring, sampling and testing activities; demonstrated ability to consistently accurately interpret and apply complex regulatory and permit regulations and requirements, including related process instructions and related documentation and reporting requirements; ability to program and use complex specialized sampling and lab equipment to perform a wide variety of mandatory tests under varying field conditions (work site conditions, traffic, weather, confined spaces, etc.) and in a laboratory setting as needed; sound working knowledge of safe traffic control practices for worksites in varying traffic conditions and patterns to ensure safety of the work environment and the public; excellent interpersonal skills with the ability to build effective working relationships and to communicate complex technical information and regulatory requirements effectively with diverse stakeholders including citizens, business owners/personnel and County personnel; sound judgment and problem-solving skills with the demonstrated ability to independently and appropriately resolve a variety of routine, non-routine, unusual and complex questions and issues within established policies, guidelines, requirements and procedures; demonstrated critical thinking skills in identifying and resolving problems, and serving as a supervisor and County representative to diverse stakeholders; ability to express ideas clearly and concisely, orally and in writing; ability to write technical reports and to create and maintain accurate paper and electronic records; ability to make accurate complex mathematical calculations; ability to maintain strict quality standards and chain of custody; professional integrity including excellent time management and organizational skills with the demonstrated ability to independently plan and execute work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to read, and consistently comprehend, interpret, apply and communicate technical and legal information accurately; sound political astuteness with the demonstrated ability to recognize sensitive situations/circumstances and refer to/involve supervisor or other appropriate County personnel; computer skills with ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; physical condition permits activities including but not limited to lifting, carrying, bending, stooping, kneeling and routinely working under adverse temperature and/or weather conditions utilizing appropriate personal protective equipment; visual and hearing acuity sufficient to enable effective interactions, data collection and work safely in a wide variety of adverse worksite conditions; sound management and supervisory skills including the ability to establish and maintain effective working relationships, develop, coach and mentor staff, and to foster and maintain high morale and engagement; critical ability to work independently and as part of a team; personal accountability; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy. Must be able to positively and appropriately represent the County with customers and other stakeholders. May require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Two (2) year degree in relevant field with relevant coursework in mathematics, environmental science, biology or other related field, with a preference for a 4-year degree;

Experience: Six (6) years relevant work experience, including some supervisory or lead experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide.