

Goleta Sanitary District Job Description

Job Title: Environmental Services Manager
Department: Environmental Services
Report To: General Manager/District Engineer
FLSA Status: Exempt

SUMMARY

Under general supervision of the General Manager, plans, organizes, directs and supervises all activities of the wastewater laboratory, regulatory compliance and safety programs. This position has significant regulatory responsibilities to ensure the District is compliant with Federal, State and Local regulations including maintaining the laboratory's Environmental Laboratory Accreditation Program (ELAP) certification and National Pollutant Discharge Elimination System (NPDES) permits. Performs technical and complex chemical, biological and physical analysis and examinations of wastewater and complex statistical review and analysis of field data. Responsible for preparation of reports to regulatory agencies and performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Directs, oversees and participates in the development and daily operations of the Laboratory Department, Regulatory Compliance and Safety program work plans; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods and procedures.

Responsible for management of the ELAP certification and serves as the Technical Manager with the State Water Resources Control Board.

Oversees the tests of chemical, biological, and physical analysis of wastewater, treatment chemicals, and related materials; trains staff assigned to the laboratory in the proper and safe methods of performing laboratory tests and collecting samples.

Establishes procedures for testing programs, prepares training schedules, and administers the assigned safety and occupational health programs; investigates work-related accidents and injuries.

Manages the daily work and performance of personnel assigned to the laboratory to ensure that quality standards and schedules are met.

Oversees the implementation of the annual priority pollutant sampling and the generation, review and submittal of the annual reports related to the District's NPDES permit.

Coordinates research and analysis activities according to applicable government regulations, treatment processes, or other considerations, and approves modification of formulas, standards, specifications, and processes.

Reviews, interprets and relays special and standard laboratory analyses on wastewater treatment plant processes and industrial waste discharge compliance to plant personnel,

management, and professional and technical societies.

Serves as program administrator for the District's environmental compliance and related programs; plans, coordinates, organizes, implements, administers and monitors assigned programs, and projects, including NPDES programs and other environmental permits related to the District's operations, and activities in accordance with Federal, State, and Local laws.

Provides highly responsible and complex administrative support to the General Manager and serves as a liaison with outside agencies.

Ensures the District is compliant with Federal, State and Local regulations, and ensures any non-compliance is reported.

Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of environmental compliance relative to wastewater treatment.

Prepares and administers the budgets related to environmental services.

Supervises the Laboratory Supervisor and the Safety Program Coordinator positions.

Assists with and participates in District Public Education and Outreach Program.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: Principles and practices used in complex chemical and bacteriological analysis; inorganic, organic and analytical chemistry; complex math; standard laboratory methods, materials; practices, techniques, and equipment; safety procedures; sampling techniques; industrial and occupational health and safety program management; applicable Federal, State and local laws, regulatory codes and ordinances; principals of supervision, training, performance evaluations and budgeting techniques; principles and practices of program development and administration; methods of wastewater treatment; quality control procedures; State and Federal reporting procedures.

Ability To: Ability to plan, organize, lead other laboratory personnel and perform a variety of laboratory analysis and examinations. Prepare complex and comprehensive technical reports; prepare and monitor budgets and statistical data; use standard and complex laboratory testing and analysis equipment; gather, analyze and record technical data and maintain appropriate records. Plan and administer assigned programs or projects. Organize and prioritize multiple assignments. Exercise sound judgment to comply with existing laws and regulations. Establish and maintain effective working relationships with those encountered in the course of work. Operate an office computer and use industry and office software applications.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Chemistry, Bacteriology or similar science from an accredited four-year college or university. Six years of laboratory work experience with increasing regulatory monitoring experience including two years of administrative and supervisory responsibility or

equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, and quadratic equations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a California Water Environment Grade IV Laboratory Technologist Certificate or possession of California Water Environment Grade III Laboratory Technologist Certificate with ability to obtain Grade IV certificate within 18 months from the date of hire. A valid California Class C driving license with a satisfactory driving record. Ability to obtain American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) certificate

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk; sit; use hands to handle or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually moderate.