

## ENVIRONMENTAL SUPERVISOR

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under general direction, supervises, assigns, reviews, and participates in the work of staff in an assigned section of the environmental sciences laboratory and/or staff responsible for environmental compliance and regulatory efforts regarding ocean monitoring, source control, regulatory resources, environmental audits, air quality, water quality, and/or biosolids management; ensures work quality and adherence to established policies and procedures; performs the most technical and complex tasks relative to assigned areas of responsibility; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned managerial staff. Exercises direct and general supervision over assigned professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This classification is the supervisory level class within the resource protection, regulatory compliance, or laboratory, monitoring, and compliance division(s) exercising independent judgment on diverse and specialized functions with significant accountability and ongoing decision-making responsibilities associated with the work. Positions are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Environmental Protection Manager in that the latter has full management authority in planning, organizing, and directing the full scope of operations of assigned division within the department.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff in assigned section(s).
- Provides leadership, guidance, and training to less experienced staff; promotes individual growth and development in the performance of work assignments in areas of responsibility.
- Establishes schedules and methods for providing assigned services and activities; identifies resource needs; reviews need with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Recommends and assists in the implementation of goals and objectives; identifies operational issues and develops strategies for resolution; implements approved policies and procedures.

- Participates in the selection of staff; evaluates employee performance; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of assigned program budget; submits budget recommendations; monitors expenditures.
- Develops, maintains, and implements quality assurance/quality control (QA/QC) practices and procedures including standard operating procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares contract specifications and scopes of work; evaluates proposals and recommends award; negotiates contracts; administers contracts and ensures compliance with OC San specifications and service quality and regulatory requirements; approves invoices within signature authority.
- Performs and oversees data analysis activities; identifies trends and relationships; interprets results and findings pertinent to prevailing regional environmental conditions.
- Provides technical direction and leadership to staff involved in the design and performance of OC San and/or regional technical monitoring, compliance, and research projects and special studies; ensures that projects and studies are well defined for implementation and demonstrate applicability to OC San.
- Ensures all laboratory tests required by the National Pollutant Discharge Elimination System (NPDES) permit and OC San Resource Protection are performed as scheduled by approved methods and are reported to the appropriate agency or individual.
- Supervises sample collection and analysis including the conduct of a variety of laboratory chemical, physical, microbiological, and biological analyses to meet regulatory requirements and plant process control and optimization parameters.
- Oversees the planning of Laboratory Information System (LIMS) projects and upgrades.
- Participates in the maintenance of the Laboratory's State Certification by managing the application preparation and certification sample analysis activities of the recertification process.
- Develops proactive regulatory programs in anticipation of legal changes; influences the development of regulations, policies, and guidance documents; builds rapport and coalitions with other public agencies and serves in leadership positions in professional and industry associations and on committees in order to influence pending regulations or address litigation; encourages regulatory agencies to use OC San data and expertise in developing regulations; coordinates and provides information and testimony before regulatory agencies and other appropriate bodies; develops and recommends new programs or program modifications to ensure compliance with changing legislation.
- Reviews regulatory, technical, and professional publications relevant to OC San operations; utilizes various sources to track, review, and analyze new regulations to determine the impact of changes on OC San operations; prioritizes OC San resources to strengthen OC San's regulatory and technical programs; develops working relationships with key regulatory officials; participates in quasi-regulatory bodies such as advisory committees and work groups to protect OC San's interests.
- Plans, directs, and implements industrial monitoring, permitting, inspection, and sampling services and activities involved in the enforcement of OC San's wastewater and/or industrial waste ordinances.
- Oversees the waste hauler program, including developing policies and procedures, overseeing permit requirements, developing annual reports, and directing investigations of suspected illegal activities.
- Plans, coordinates, and implements special sampling events in response to alarm situations that might impact public health and safety, the operation of the treatment plants and Groundwater Replenishment System, the NPDES permit discharge, or OC San's ability to reclaim water or biosolids.
- Administers a complex ocean monitoring program by determining compliance with receiving water monitoring criteria contained in OC San's NPDES ocean discharge permit issued jointly by the Environmental Protection Agency and the State Regional Water Quality Resources Control Board.
- Supervises and participates in the generation and preparation of analytical and statistical reports, memorandums, and correspondence related to assigned programs and compliance with regulations; supervises the preparation of reports needed to monitor OC San's compliance with federal, state, and local permit requirements.
- Assists management in providing accurate and timely information to outside and regulatory agencies, the public, Boards of Directors, and OC San personnel.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of environmental sciences and regulatory compliance; researches emerging products and enhancements and their applicability to OC San needs.
- Ensures compliance with all safety program rules, procedures, and protocols; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Advanced principles and practices of comprehensive environmental sciences, compliance and regulatory program development, implementation, and management.
- Advanced principles and applications of critical thinking and analysis.
- Methods and techniques of conflict resolution and negotiation.
- QA/QC principles and practices applicable to assigned area of responsibility.
- Principles and practices of environmental science as applied to the various processes, functions, and services of OC San.
- Advanced principles and practices of assigned areas of expertise such as chemical, physical, microbiological and biological analyses, ocean monitoring, source control, wastewater processes, legislative and regulatory processes, environmental audits, air quality, water quality, and/or biosolids management, permit reporting, and project management.
- Advanced principles and practices of field sampling methods, data management, statistical testing and analysis, and scientific writing.
- Occupational hazards and standard safety precautions utilized in an environmental services laboratory including principles used in the safe handling of contaminants and hazardous wastes.
- Principles and practices of budget and contract development, administration, and accountability.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and procedures of record keeping and reporting.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively communicate, negotiate, resolve conflict, and influence behavior at all levels both internally and externally.

- Apply critical thinking and analysis to a broad range of situations and decision-making.
- Oversee administration of various environmental sciences programs, laboratory operations, and environmental compliance and regulatory programs.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Effectively represent the department and OC San in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in a science or a related field.
2. Six (6) years of progressively responsible work experience in environmental compliance and regulatory monitoring, wastewater management, environmental protection program, and/or performing advanced physical, chemical, microbiological, and biological preparation and analysis in a laboratory, which may include two (2) years of lead or supervisory experience.

**Licenses and/or Certifications:**

- Must possess a valid California Class C Driver's License.
- When assigned to Source Control Inspection, must possess a valid Grade III or higher Environmental Compliance Inspector Certification from the California Water Environment Association.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**PHYSICAL DEMANDS**

- Mobility to work in a laboratory and standard office setting and use laboratory and standard office equipment, including a computer; standing in work areas and walking between work areas is required;

occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

- Mobility to work in the field at various OC San work sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary access points; ability to operate a motor vehicle to travel to various OC San sites, projects, and/or meetings.
- When assigned to work on OC San's marine vessel, must be capable of working in wet, unstable conditions, at times while the vessel is under way to the next sampling location.
- Perform light to medium physical work; standing in work areas and walking between work areas, within treatment plants, and in the field and to conduct assigned work.
- Lift, carry, push, and pull materials and objects up to a weight of 51 pounds, and occasionally up to 100 pounds, with the use of proper equipment and/or assistance from other staff.
- Vision to read printed materials and a computer screen.
- Vision to inspect and operate equipment.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate laboratory and standard office equipment.
- Finger dexterity to operate and repair tools and equipment.

### **ENVIRONMENTAL ELEMENTS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **OTHER REQUIREMENTS**

- Probationary Period: All OC San employees, except classifications considered "at-will", are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve "at-will" and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San's pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.