

CLASS TITLE: ENVIRONMENTAL COMPLIANCE COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for technical and administrative work involving all areas of environmental protection and regulatory compliance with primary emphasis on drinking water, wastewater or storm water system sampling, flow, concentration and pollutant loading calculations, pretreatment system design reviews, inspections and improper discharge or drinking water investigatory activities and performs other related assigned duties.

ESSENTIAL TASKS:

- Reviews and coordinates the work of subordinate personnel in drinking water system, industrial pretreatment or storm sewer discharge programs and other environmental or public health areas
- May inspect and permit new or existing sources of industrial waste discharges
- Assists industry's effort in pollution prevention and water conservation through the distribution of publications, training and site assessments
- Assists in the dissemination and presentation of public health or environmental awareness information
- Investigates reports of drinking water complaints in distribution system, illegal or problem waste entering the sanitary or storm sewer systems and initiates appropriate remedial procedures
- Inspects and/or reviews pretreatment system plans of proposed industrial or commercial wastewater sources
- Assists in the administration of drinking water compliance monitoring, pretreatment, storm water, hazardous materials, pollution prevention or other programs
- Directs and trains personnel and assists in ensuring compliance with applicable federal, state and local drinking water and sanitary pretreatment standards and discharge limitations or storm water regulations and permits
- Assists data computerization needed for report generation and distribution to industries, citizens and regulatory agencies
- Reviews and interprets pertinent federal, state and local regulations
- Performs/oversees sampling of drinking water, sanitary sewer or storm water systems with specialized sampling equipment
- May respond to hazardous chemical releases to the sanitary and/or storm sewer systems and supervises clean-up of releases or spills
- Performs environmental assessments of property
- Compiles, analyzes and interprets data
- Prepares and presents reports, purchase requisitions and budget requests
- Maintains various records and inventory
- Researches new/pending regulations, anticipate impact, disseminate information and prepare for implementation
- 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 or chemical engineering, chemistry, biology, environmental science, geology or hydrogeology and two (2) years of work experience related to water and wastewater treatment, industrial waste disposal or storm water management; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of environmental engineering, chemistry and related environmental concerns; good knowledge of drinking water distribution systems, treatment processes and storm water management practices or sanitary sewage collection systems and treatment processes; and good knowledge of computers and computer database, word processing and spreadsheet programs. Ability to plan and supervise the work of others; ability to conduct tests utilizing specialized technical equipment; ability to keep accurate records and statistical

data; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

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

Licenses and Certificates: Possession of an Oklahoma Class "D" Operator's License; individuals within this classification will be required to obtain an applicable Water/Wastewater License as issued by the Department of Environmental Quality (DEQ); and possession of or ability to obtain certification of OSHA 40 hour Hazardous Material Response Training.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; requires travel to various City locations to conduct inspections and spill responses; may be exposed to industrial chemicals and hazardous materials and may be subject to call-back.

Class Code: 2625

EEO Code: N-02

Pay Code: ST-34

Group: Engineering, Planning & Technical

Series: Sub-professional Engineering & Technical

Effective Date: July 21, 2021