



**CITY OF SANTA CRUZ
WASTEWATER LABORATORY/ENVIRONMENTAL COMPLIANCE MANAGER**

Reports to: Superintendent of Wastewater Collection and Treatment Facility
Supervises: Quality Assurance/Quality Control Chemist, Chemist I and II,
Laboratory Technician, Senior Environmental Compliance Inspector,
and Environmental Compliance Inspector
Bargaining Unit: Management

BASIC FUNCTION

Under direction, plan and coordinate the activities of the wastewater treatment pollution control laboratory, including process control, and Environmental Compliance programs including the pretreatment and storm water programs, functions, and activities, to ensure compliance with City, State and Federal requirements; provides professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies; perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a mid-management level position that oversees and directs all activities of the division, including day-to-day operations and short and long-range planning. Responsibilities include coordinating the activities of the division with those of other divisions and departments and managing and accomplishing the complex and varied functions of the division. The incumbent is accountable for accomplishing divisional planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. The incumbent is distinguished from the Quality Assurance/Quality Control Chemist by the overall responsibility for the laboratory and environmental compliance functions.

TYPICAL DUTIES *(May include, but are not limited to, those duties listed below.)*

- Directs, oversees, and develops the work plan related to assigned function; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; prepares various staff reports on operations and activities; recommends modifications to programs, policies, and procedures, as appropriate.
- Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Plans, manages and oversees the environmental compliance inspection staff to implement and execute an environmental compliance inspection and monitoring program, including issuing citations for violations; coordinates environmental compliance inspection activities with local businesses and other government agencies; interprets and implements City, State and Federal pretreatment laws, ordinances, and regulations and ensures that businesses are operating within these standards.

- Establishes monitoring systems and schedules for environmental compliance analyses; may assist in complex inspections or in preparation of cease and desist orders.
- Reviews, audits, and configures program management tools including the Laboratory Information Management System, IPACS, and related software and databases.
- Assists in the administration of the NPDES program ensuring compliance with monitoring and reporting requirements.
- Provides for the selection, training, professional development, and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff; assures that staff are properly trained in safety procedures and hazardous materials spill containment.
- Develops, evaluates and implements laboratory policies, procedures and standards including processes for verification of quality control; plans, schedules, and coordinates lab sampling and analytical activities for monitoring plant operation, wastewater effluent, industrial dischargers and other public works activities.
- Provides oversight for laboratory staff in sample collection and laboratory testing procedures.
- Maintains records of laboratory sampling and analyses; reviews data for accuracy and compliance; investigates reasons for anomalous data; prepares reports and correspondence for City and various regulatory agencies, as required.
- Obtains and maintains State Department of Public Health Environmental Laboratory Accreditation Program certification for a variety of physical, chemical, bacteriological and biological analyses.
- Compiles, maintains and updates the laboratory's quality assurance program documentation in accordance with regulatory requirements; coordinates, supervises and may perform required analyses by EPA approved and lab verified methods; prepares periodic water quality reports, including those required by other government agencies.
- Monitors changes in laws, regulations, and technology that may affect departmental operations; and implements policy and procedural changes as required.
- Consults with staff to resolve plant process and effluent quality problem and to optimize new and existing processes; provides technical advice to City management and the Council in operations matters.
- Coordinates activities of staff and the division with those of other departments and outside agencies including the development and oversight of service provision contracts.
- Assists superintendent in preparation of preliminary budget for divisional staffing, equipment, materials, and supplies, including assessing capital equipment needs; requisitions chemicals, equipment and other supplies.
- Represent the City during periodic inspections of the laboratory and pretreatment programs by State and Federal, and at meetings with commercial dischargers regarding pre-treatment issues.
- Determines appropriate requirements for Wastewater Discharge Permits, according to City, State and Federal regulations.
- Develops and coordinates manual and computerized recordkeeping systems to maintain required records and data related to laboratory operations, quality assurance and pretreatment.
- Performs other related duties as assigned.

WORKING CONDITIONS

Employees are occasionally exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Must possess mobility to work in a wastewater treatment facility; operate a motor vehicle; vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances; and hearing and speech to communicate in person and over the telephone and radio. Employees primarily work indoors. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to handle laboratory equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds and heavier weights with the use of proper equipment.

MINIMUM QUALIFICATIONS

Knowledge:

- Applicable Federal and State laws, methods, and standards issued by the EPA and California State Department of Health Services for water sampling and analysis and pretreatment program requirements.
- General chemical, biological, bacteriological, and physical laboratory testing methods and procedures, including qualitative and quantitative analyses.
- Principles of chemistry and related sciences.
- Characteristics and problems involved with wastewater and environmental compliance analysis.
- Sampling techniques and statistical analysis.
- Care and maintenance of laboratory equipment; laboratory and safety methods and procedures.
- Principles and practices of safety management and application.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Technical report writing practices and procedures.
- Modern office practices, methods, and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Abilities:

- Interpret, apply, and explain City, State and Federal regulations relating to wastewater pretreatment and process control.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Analyze the results of chemical, biochemical, biological, bacteriological, and physical analysis of potable water and wastewater, and make appropriate recommendations for plant operations.
- Plan, implement, and carry out a local environmental compliance testing and management program.
- Draw sound conclusions from laboratory analytical tests and procedures, making appropriate recommendations regarding plant operations.
- Effectively represent the division and the City in meetings with governmental agencies, professional, and regulatory, and legislative organizations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make sound, independent decisions in day-to-day activities and in emergency situations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, implement appropriate course of action, and prepare effective technical staff reports.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the knowledge, skills and abilities combined with any required licenses and certificates is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- A Bachelor's degree from an accredited college or university in chemistry, bacteriology, water technology or a closely related field; and
- Three (3) years experience in wastewater and industrial laboratory testing, analysis, and control; and
- One (1) year of supervisory experience.

LICENSES/CERTIFICATES

City of Santa Cruz
Wastewater Laboratory/Environmental Compliance Manager

- Possession at time of hire and continued maintenance of a valid California license and a safe driving record.
- Possession or acquisition of a California Water Pollution Control Association Laboratory Analysis Level II certificate is desired at the time of employment.

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Career Ladder

- Superintendent of Wastewater Collection and Treatment Facility
- *Wastewater Laboratory/Environmental Compliance Manager*
- QA/QC Laboratory Chemist/Senior Environmental Compliance Inspector
- Chemist I/II/ Environmental Compliance Inspector
- Laboratory Technician