

Central Marin Sanitation Agency
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ENVIRONMENTAL SERVICES MANAGER

SUMMARY

Under direction from the General Manager, manages, plans, and supervises all aspects of the Agency's Environmental Services Department, including budgeting, planning, training, and supervision of staff. Responsibilities include preparation and implementation of operating procedures for administering vital functions of the laboratory, pretreatment, pollution prevention, public education, industrial discharge permit processing, monitoring, enforcement, and related functions. This position entails significant regulatory responsibility with regard to reporting and compliance with Regional Water Quality Control Board regulations, State Water Resources Control Board regulations, Environmental Protection Agency regulations, County and Municipal ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to the following:

Management

- Develops and implements goals, objectives, policies, principles, and procedures for the Environmental Services Department
- Provides oversight of contracts for outside services with member agencies and other sanitary districts for stormwater enforcement, pollution prevention program management, assistance with laboratory analyses and additional services as requested.
- Prepares, coordinates, and oversees the operating and capital improvement budgets for the department
- Monitors improved technology and changes in legal requirements related to wastewater collection, treatment and discharge; confers with vendors and consultants regarding technology and recommends improvements to facilities, equipment and operational procedures
- Represents the Agency at conferences and professional meetings
- Participates in Agency related committees, training, staff functions, and governing board meetings
- Works closely with operational staff to devise strategies which will optimize plant performance
- Participates and works with other public agencies and groups or organizations to develop and implement regional activities for mutual benefit
- Coordinates activities of the laboratory and environmental compliance programs with operations, maintenance, finance, and external stakeholders

Environmental Compliance

- Manages, coordinates and administers the Agency's laboratory, environmental compliance, and operational analyses programs, ensuring that NPDES parameters are analyzed and any noncompliance is reported
- Serves as the Agency's representative with the Regional Water Quality Control Board, State Water Resources Control Board, Bay Area Clean Water Agencies, and EPA regarding NPDES issues

- Coordinates the maintenance of work records and documents; prepares, maintains and validates statistical and analytical reports for regional, state and federal agencies
- Manages the pretreatment and pollution prevention programs to ensure reporting and regulatory compliance requirements are being met.
- Directs all aspects of the environmental compliance program including industrial waste inspections, permitting, and enforcement of requirements for industrial waste dischargers
- Plans, organizes and manages the biosolids land application and landfill monitoring, reporting, and compliance programs
- Manages and provides direction for the public education program and all outreach efforts and promotes participation with other agencies

Laboratory

- Ensures plant process control monitoring is performed in accordance with operational needs as well as with local, state, and federal regulations
- Manages, directs, and implements laboratory services conducting analysis of wastewater and industrial wastewater
- Monitors the work of contract laboratories performing testing to meet NPDES, EPA, and Redwood Landfill requirements
- Implements and reviews the quality assurance programs to meet EPA, NPDES, and other regulatory requirements and provides oversight for the execution of necessary changes
- Assures the continuance of the Laboratory's Environmental Laboratory Accreditation Program (ELAP) certification, and ensures that all the requirements for record keeping are met.
- Evaluates the laboratory sampling and work load and schedules testing and staffing as needed
- Assists member agencies and coordinates sample collection, testing, and provides consultation for laboratory services, interpretation of results, and reporting requirements

SUPERVISORY RESPONSIBILITIES

Manages four employees in the environmental services department. Responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, staffing coverage, and directing work; tracking and authorizing time sheets; setting staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining staff; investigating, addressing and resolving personnel complaints and related problems.

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.

EDUCATION and/or EXPERIENCE

Completion of four years of college or university studies, resulting in graduation or its equivalent, with major course work in chemistry, biology, environmental studies, bacteriology, microbiology or a similar science. An advanced degree in one of the listed educational specialties is desirable.

Seven years of professional level environmental compliance and laboratory experience, including at least four years in a supervisory or management capacity. Experience in a

water or wastewater treatment laboratory and environmental compliance program is preferred.

INTERPERSONAL SKILLS

Ability to interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner; ability to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex scientific and technical journals and procedures, governmental regulations, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, permutations and statistical theory. 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 an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Grade III Laboratory Analyst certificate and Environmental Compliance Inspector Grade III certificate issued by the California Water Pollution Control Association and obtain Grade IV certificates in both disciplines and Biosolids Management Certification within eighteen (18) months of employment. Must possess a valid California class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

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.

While performing the duties of this job, the employee is regularly required to talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, and to reach with hands and arms and 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, and occasionally be required to lift and/or move up to 25 pounds.

Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to: wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to: moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Environmental Services Manager
Department: Environmental Services
Reports To: General Manager
FLSA Status: Exempt
Revised Date: January 2007