

Central Marin Sanitation Agency  
1301 Andersen Drive  
San Rafael, CA 94901  
415.459.1455 415.459.3971 FAX

## **ENVIRONMENTAL SERVICES ADMINISTRATOR**

### **SUMMARY**

Under general supervision of the Environmental Services Manager, plans, designs, implements and modifies the Agency's source control program for industrial and commercial waste disposers to ensure compliance with Federal, State and local regulations; supervises the day-to-day work of environmental compliance and laboratory staff; functions as a senior position assisting the department manager with laboratory operations and regulatory requirements; prepares a variety of reports for submission to regulatory agencies; performs on-site inspections and laboratory testing work as needed; functions as the Environmental Services Manager in their absence; and performs related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include but are not limited to the following:

- Plans, designs, implements and modifies the Agency's source control program for industrial and commercial waste disposers to ensure compliance with Federal, State and local regulations.
- Develops processes and procedures for specific implementation plans and programs, including the enforcement response plan, the pollution prevention program, the monitoring program for industrial waste disposers and the Fats, Oils, and Grease reduction program.
- Develops and implements reporting procedures for regulatory agencies; ensures timely submission of required reports.
- Conducts a variety of technical studies, evaluates results and alternatives, makes recommendations and prepares written reports based on the data.
- Plans, assigns, directs, reviews and evaluates the work of environmental services staff; trains staff in work procedures.
- Provides technical assistance on sampling programs and analytical techniques; instructs laboratory staff in performing analyses; trains laboratory staff and other staff in sample collection.
- Meets and corresponds with industrial and commercial waste disposers to explain Federal, State and local regulations and policies, resolve problems and establish cooperative working relationships between business owners and environmental compliance staff; participates in public education programs.
- Develops, writes, and reviews analytical and standard operating procedures and recommends corrective actions as appropriate.
- Provides supervision of sampling programs and analytical techniques.
- Maintains accurate records of on-site and laboratory test results.
- Enters data into and retrieves data from the laboratory information management system.
- Monitors legislative and technological changes that may impact Agency operations; recommends improved policies and procedures.
- Prepares a variety of mandated reports for NPDES permit requirements; prepares periodic and special reports for other regulatory agencies and internal process control use as required.

- Represents the Agency in contacts with representatives of industrial and commercial waste dischargers, regulatory agencies and others as required.
- Ensures work is performed in a safe manner consistent with Agency safety rules, policies and procedures; recognizes, corrects, and reports safety hazards.
- Schedules, plans and conducts a variety of training and safety meetings and provides technical advice to other staff.

### **SUPERVISORY RESPONSIBILITIES**

Indirectly supervises employees in the Environmental Services department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving 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**

Possession of a four year college degree, or its equivalent, with major emphasis in chemistry, biology, bacteriology, environmental studies or a related science.

### **EXPERIENCE**

Four years of environmental compliance experience in any combination of the following: inspecting industrial waste discharge facilities for wastewater control purposes, OR as a laboratory technician in a wastewater treatment facility. Experience as a lead or senior position in environmental compliance is desirable.

### **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, co-workers, 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 as scheduled and to work the hours as agreed upon and scheduled.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. 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**

Possession of a Grade III certificate as an Environmental Compliance Inspector (Grade IV desirable) and a Grade II Laboratory Analyst certificate (Grade III desirable) issued by the California Water Environmental Association (CWEA). Must obtain certificates in both disciplines at the requested levels within 18 months of employment, if certificate requirements are not met at time of hire. 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, 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, frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, and rarely be required to safely lift and/or move a manhole cover or similar items up to 100 lbs.

Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to identify and distinguish colors, 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**

Positions in this class may perform duties that involve potential risk of occupational exposure to blood borne pathogens. Positions in this class shall be offered the Hepatitis B Vaccination.

## **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 Administrator  
**Department:** Environmental Services  
**Reports To:** Environmental Services Manager  
**FLSA Status:** Non-Exempt  
**Revised Date:** May 2007