

SILICON VALLEY CLEAN WATER
Job Description
May 2013

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Environmental Services Director

FLSA: Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water (“SVCW”). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Under supervision of the Wastewater Superintendent, performs technical, supervisory, and administrative duties related to industrial wastewater control and in-house environmental compliance; monitors federal and state regulations; prepares regulatory reports.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Prepares and manages annual budget for the Environmental Services Department.
- Provides technical guidance and supervises Environmental Compliance Inspectors and the Pollution Prevention Specialist.
- Coordinates inspection and start-up of groundwater sites; coordinates sampling schedules.
- Develops groundwater permits; accepts and evaluates groundwater permit applications.
- Prepares and tracks Non-Routine discharge permits.
- Prepares and manages all septage hauler permits.
- Monitors and tracks local, state, and federal environmental regulations; ensures compliance.
- Initiates enforcement proceedings where necessary.
- Manages in-house permits to assure SVCW's environmental compliance.
- Serves as internal expert on hazardous materials issues.
- Tracks all facility waste, coordinates sampling, arranges disposal.
- Administers pollution prevention programs and Sewer Science.

- Informs SVCW staff of changing regulatory requirements and updates source control program documents.
- Reviews and interprets laboratory reports; prepares quarterly and annual reports.
- Tracks all facility permits for SVCW's equipment and locations; arranges for permit renewal; arranges annual inspections.
- Supervises, trains, and evaluates staff.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Silicon Valley Clean Water policies and procedures.
- Silicon Valley Clean Water Enforcement Response Plan and the Code of Federal Regulations.
- Local, state, and federal regulations.
- Inspection and enforcement procedures.
- Physical sciences such as chemistry, biology, engineering, and physics.
- Analytical laboratory equipment, chemical analysis field test kits and instruments.
- Safety policies and procedures
- Modern office methods and procedures.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

Ability to:

- Review and interpret lab reports.
- Analyze complex environmental situations, data, and reports, draw sound conclusions, and offer recommendations.
- Administer programs and projects effectively.
- Direct and supervise personnel.
- Communicate effectively verbally and in writing.
- Work with accuracy and attention to detail.
- Operate PC and related software applications.
- Effectively organize and prioritize assigned work.

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Bachelor's degree in biochemistry, chemistry, environmental engineering, environmental science, biology or a related field.

Five (5) years of increasingly responsible experience in industrial pretreatment processes, facilities management, or areas related to environmental compliance, hazardous materials management, and industrial inspection.

CERTIFICATION and LICENSING:

CWEA Environmental Compliance Inspector Grade III certification.

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to chemicals, fumes, odors, and gasses, and works with and around machinery having moving parts. The employee is occasionally exposed to outside weather conditions and uses a vehicle and occasionally works evenings or on weekends. The noise level in the work environment is usually minimal.