

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: ENVIRONMENTAL COMPLIANCE COORDINATOR

REPORTS TO: Operations Manager

TYPE: FBEO – Non-Exempt

*Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the classification but are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Works under the supervision of the Operations Manager. Also serves as the Laboratory Director and Principal Analyst for laboratory certification. The primary responsibilities include but are not limited to: remain current with regulatory requirements for the Water and Wastewater departments; plan, organize, coordinate and oversee the overall operation of laboratory activities; perform chemical, biological, and physical tests on raw and potable water, wastewater, influent and effluent, sludge, industrial wastes, biosolids, and soils; analyze and record test results; oversee a variety of special laboratory projects, industrial monitoring and inspections for compliance with codes and laws regulating such activities; develop, or assist in the development and upkeep of Water and Wastewater regulatory plans and programs; and manage the City's Source Control and Fats, Oils & Grease (FOG) Programs.

ESSENTIAL FUNCTIONS:

Sense of smell and touch, ability to give and receive oral information, read instructions and prepare written reports; ability to use a wide variety of laboratory equipment; analyze laboratory data; maintain accurate and thorough records of source control activities and laboratory procedures and results; comply with governmental standards and regulations; collect and analyze samples from various locations; give and receive oral instructions; constant use senses of vision, hearing and smell to diagnose problems.

Constant exposure to sun, working in low temperatures and high humidity environment, exposure to toxic laboratory supplies and wastewater treatment materials and byproducts; exposure to loud noise and vibration, walking on slippery and hard surfaces, and exposure to airborne dust. Regular bending, kneeling, squatting and reaching to collect water/wastewater samples. Frequent walking on uneven surfaces, lifting of items weighing up to 50 pounds, work above floor level on ladders or other surfaces from 4 to 12 feet; use of small motor skills, operating a motor vehicle, and climbing flights of stairs.

TYPICAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to:

- Interpret the City's environmental regulation requirements and develop programs to comply; review and update as necessary to keep current with facility and regulatory requirements.
- Maintain knowledge of technological advancements in source control, public health and environmental laboratory testing, federal and state regulations, computer applications, and specialized instrumentation; attend seminars, lectures, meetings, and professional conferences.
- Train, supervise and evaluate the performance of laboratory staff; develop work performance standards; schedule and assign work and develop priorities; provide technical expertise as needed or requested.

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- Establish and revise laboratory policies and procedures; develop and maintain appropriate quality control and quality assurance procedures; ensure compliance with current safety requirements; coordinate laboratory activities with other state and federal agencies and entities.
- Participate in long-range planning and budgeting processes; project personnel and equipment needs; develop and monitor the source control and laboratory budgets; coordinate the purchase of equipment and supplies.
- Prepare and maintain required documentation of test results; record and analyze data using computer hardware and software.
- Provide technical consultation to other laboratories and health services programs.
- Collect, and/or oversee and direct the collection of samples from: commercial and industrial users; reservoirs; storm drain, sewer collection, and water distribution systems; and water and wastewater treatment facilities, including digester samples, raw sludge samples, influent and effluent samples, activated sludge samples, and wastewater process samples.
- Perform and/or oversee and direct inspection and gather information for permitting commercial and industrial users; and conduct follow up inspections with commercial and industrial water customers to ensure compliance with the City's Source Control and FOG Programs.
- Conduct a variety of chemical, biochemical and bacteriological tests of potable water, treatment influent and effluent, and bodies receiving such discharges; report findings in compliance with both internal requirements and those of regulating agencies.
- Operate a variety of laboratory equipment as necessary to complete required analysis.
- Keep an inventory of laboratory supplies, chemicals and glassware.
- Maintain, clean and care for laboratory equipment and material.
- Monitor and review the results of the quality assurance/control program, analyze laboratory data and recommend treatment modifications; present data analysis in tabular and graphical formats.
- Ensure compliance with governmental regulations related to water and wastewater laboratory testing and analysis.
- Coordinate sample collection schedules with appropriate City staff as needed.
- Coordinate bottle orders and sample analyses with contract laboratories.
- Maintain State of California accreditation of the Fort Bragg Municipal Laboratory.
- Ensure laboratory is operated in accordance with the California Code of Regulations, Title 22, Division 4, Chapter 19, as amended and such other state and federal regulations as appropriate.
- Review, and amend when necessary, the laboratory quality assurance program and program manual at least annually, or whenever there are changes in methods used or laboratory equipment employed, in the laboratory structure or physical arrangements, or changes in laboratory organization.
- Perform other related duties as required and/or assigned.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic principles and practices in the fields of biology, physiology and/or chemistry.

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- Pertinent federal, state, and local laws, codes and regulations pertaining to water and wastewater treatment and environmental compliance programs, such as Source Control and FOG.
- Quality assurance procedures applicable to a laboratory.
- Bacteriological principles, techniques and terminology used in the examination of water, wastewater and environmental samples.
- Laboratory scientific resource material; laboratory equipment and its care.
- Methods of scientific research and relevant scientific theories.
- State and federal guidelines and regulations pertinent to laboratory safety and security.
- Principles of supervision, training and performance evaluation.
- Appropriate computer operations, software and peripherals.
- General rules for safe exposure and handling of chemical and biological hazards.
- Laboratory techniques, equipment, terminology, standards and procedures.
- Proper sample collection procedures and techniques.
- Modern laboratory procedures, methods and computer equipment.

Ability to:

- Navigate effectively through the varied regulations governing the operations of the Water, Wastewater, and Laboratory departments, and determine actions necessary to comply.
- Plan, organize, coordinate and supervise varied complex projects.
- Provide technical guidance to staff.
- Analyze situations accurately and take effective action.
- Ensure proper safety precautions and procedures.
- Prepare and monitor budgets.
- Understand and follow oral and written instructions; communicate effectively both orally and in writing.
- Understand and enforce local, state and federal codes and regulations pertaining to domestic and industrial potable waters, wastewaters, and storm waters.
- Establish and maintain cooperative working relationships with the public, regulatory agencies and City staff.
- Keep accurate records and write clear and concise reports including summaries of field activities.
- Analyze and interpret test results.
- Conduct chemical, biological and physical tests.
- Effectively collect samples and specimens.
- Perform mathematical calculations.
- Operate analytical instruments.
- Use and maintain laboratory equipment.

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- Use computers and a variety of computer software programs.
- Deal effectively with co-workers and the general public.

MINIMUM EDUCATION AND EXPERIENCE:

- Possess a Grade I Laboratory Analyst/Water Quality Analyst Certificate from the California Water Environment Association or a Grade I from the California-Nevada Section of the American Water Works Association; **OR**
- Possess at least a baccalaureate degree in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science; and have at least three years experience in environmental compliance, regulatory reporting, or program development, source control inspections, or the analysis of water, wastewater, solid waste, hazardous waste or other environmental samples. A master's degree in any of the above disciplines may be substituted for one year of the required experience. A doctorate in any of the above disciplines may be substituted for two years of the required experience.

SPECIAL REQUIREMENTS:

- Possess a valid Class C or higher California driver's license.

DESIRABLE EDUCATION AND EXPERIENCE:

- Master's Degree in Chemistry, Environmental Water Resources, or related field.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Established: 06-22-2010; Revised 10-2013