

ENVIRONMENTAL COMPLIANCE COORDINATOR

Position Summary

Under general direction of Public Works Director, this position will direct, plan, develop, implement and coordinate services, programs, and environmental activities related to stormwater compliance, industrial and commercial wastewater compliance, water quality compliance, solid waste compliance, air quality compliance, coordinate activities with other City departments, divisions, and outside agencies; provide highly responsible and complex staff assistance to the Public Works Department; and act as project manager on assigned projects.

RESPONSIBILITIES

Essential Duties:

- Develops, implements, coordinates and administers environmental programs and projects, and ensures ongoing regulatory compliance, including water quality monitoring and enforcement, stormwater management, pollutant discharge monitoring, industrial pretreatment program, and solid and hazardous waste support; monitors conditions and activity for meeting compliance standards and submits regulatory documents.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; recommend and implement policies, procedures and standard operating procedures to enhance operational efficiency and effectiveness.
- Oversees stormwater management program and ensures standards comply with federal, state and local regulations; complies, prepares and submits water quality reports to governmental agencies.
- Assists in planning, developing, and implementing National Pollutant Discharge Elimination System (NPDES) policies and procedures; oversees and administers industrial pretreatment program and ensures compliance with federal, state, and local rules and regulations.
- Participates in agency inspections and site reviews.
- Performs inspections of businesses, construction sites, and industry establishments for compliance with federal, state, and local environmental requirements; conducts follow-up inspections following violations of requirements; develops necessary documents, forms and checklists for inspection purposes.
- Represents the Public Works department and its environmental programs to other City departments, outside agencies, and the community; coordinates department activities with those of other departments and outside agencies and organizations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of environmental programming and industrial pretreatment.
- Prepares, reviews, and completes various reports, including regulatory compliance reports for wastewater, solid waste, stormwater, and water distribution divisions, UST compliance, air quality compliance, and maintains related documentation.
- Receives, investigates and responds to citizen complaints, inquiries and requests for services.
- Assists with preparation and development of the environmental compliance program, stormwater, and industrial pretreatment program budgets.
- Assists in preparing and monitoring grants and related proposals for assigned programs.

ENVIRONMENTAL COMPLIANCE COORDINATOR

- Plans, develops, and coordinates public outreach and educational programs as necessary to promote awareness of new or changing regulations; designs and creates educational materials, such as brochures.
- Monitors changes in laws, regulations and technology that may affect the City's environmental programs; recommends and implements policy and procedural changes as required.
- Develops and delivers training programs on environmental compliance and procedures.
- Provides technical staff support in review of environmental documents and legislation; assist in preparation of ordinances and other supporting program documents; assists in developing and implanting policies and procedures to comply with applicable laws and regulations.
- Performs other duties of a similar nature of level.

Knowledge, Skills, and Abilities:

- Federal and State environmental regulations pertaining to solid waste operations and disposal.
- Federal and State industrial stormwater permitting regulations.
- Federal and State regulations pertaining to asbestos and hazardous waste disposal.
- Federal and State regulations pertaining to pretreatment.
- Federal and State regulations pertaining to USTs/ASTs.
- Regulations and procedures to address fats, oils, and grease collection and disposal.
- Federal regulations pertaining to mercury and lead and copper compliance.
- State regulations pertaining to MS4 stormwater permitting, inspections, and reporting.
- Ability to prepare clear and concise reports and memos.
- Ability to maintain files and records.
- Critical thinker and problem-solving skills
- Skilled in compiling, analyzing, and summarizing information.
- Knowledge and ability to use the City GIS system.
- Federal, state, and local regulations as it pertains to the Safe Drinking Water and Clean Water Act.

Qualifications

Education and Experience

- Four-(4) year degree from an accredited college or university with major course work in environmental engineering, physical science or a related field
- Three (3) or more years of responsible work experience in environmental analysis and planning, with at least two (2) years of progressively responsible program administration or coordination in one of the following areas: pretreatment, stormwater, recycling or solid waste program, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License.
- HAZWOPER Hazardous Materials Specialist Training within one year.

ENVIRONMENTAL COMPLIANCE COORDINATOR

- EPA Visible Emissions Certification within one year.
- UST Certification within one year.

WORKING CONDITIONS

Environment:

- Work is in a normal office environment with occasional field visits. Working conditions require moderate physical effort, moving between 5 and 25 pounds, where effort is intermittent, less than 15% of the time.
- Working conditions require high attention to detail and regular deadlines.
- Work intermittently involves exposure to one disagreeable element present that may require following basic safety precautions.
- Frequent driving is required.

Grade PW 19

FLSA: Exempt

Created: PW Director Zuroff, HR Nameniuk, CA Wunningham– 03/22/2021

City Commission Approved: 05/04/2021

Updated: Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025. Reclassify Environmental Compliance Specialist Grade PW 17 to Environmental Compliance Coordinator Grade PW 19 by Interim PWD Waldo, HR Nameniuk