



Public Works

21 April, 2026

RE: Environmental Compliance Coordinator Job Description

The Public Works Department added the Environmental Compliance Specialist to our organizational chart in 2021. The original vision for the role was heavily focused toward solid waste and recycling operations, as well as public outreach on behalf of those programs.

Over the years, this position has become central to the execution of environmentally sensitive operations within the entire Public Works Department, including but not limited to serving as the permit representative/liaison to the Department of Environmental Quality for the Baler Building, Landfill, Water Reclamation Facility, Drinking Water Program, MS4 Program, and Underground and Aboveground Storage Tank Programs.

As we move our operation into the future, there will also be a need to establish a functional industrial pretreatment program and issue/monitor wastewater discharge permits for Significant Industrial Users of our municipal sewer system. Due to the extensive regulatory knowledge expected of this role, responsibility for that program will fall under this position as well.

This reclassification was approved with the 2026 budget, and the document has been reviewed by HR. Public Works staff recommends approval of the job description and reclassification.

Thank you,

A handwritten signature in blue ink that reads "J. Waldo".

Jacob Waldo
Interim Public Works Director

