

# CLASSIFICATION ADDENDUM

## **Job Title:** Environmental Services Supervisor

Classification Specification: Associate Manager

Barg Unit: Non

Pay Grade: C44/C45

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### **Essential Characteristics and Duties Addendum**

The Environmental Services Supervisor/Pretreatment & Pollution Prevention performs duties including program supervision and participation in the permitting and inspection of industrial and commercial waste dischargers to ensure compliance with local, state, and federal laws; develops, establishes and maintains the City's Industrial Pretreatment Program as mandated by the EPA and regulated by the Oregon DEQ; provides lead interagency coordination and implementation of MWMC Pretreatment program policies, procedures; serves as MWMC and partner agencies' administrative agent; supervises staff; reviews legislation, regulations, permits; assesses potential impacts, recommends and implements strategies for compliance; directs studies/surveys of new or proposed industrial dischargers; establishes applicable conditions for approval of industrial development which impacts the wastewater system; ensures that industrial discharge permits and billings are issued accurately and timely; manages the city's solid waste reduction and recycling program in collaboration with other City divisions and departments; develops and monitors budget; responds to pollution spills or incidents and may advise emergency management staff as to proper remediation/response measures; performs technical work on special projects and reports; participates as a member of the Division's management team. Performs related duties as assigned.

### **Qualifications Addendum**

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### **Training & Experience:**

- In the field of environmental sciences, civil engineering, or related field with progressively responsible experience in industrial pretreatment, including supervisory or lead experience.

#### **Licensing Requirements:**

- A valid Oregon driver's license at time of appointment.

#### **Knowledge:**

- State and Federal requirements and standards for Industrial Pretreatment Programs;
- Local, State, and Federal water quality criteria and water pollution control regulations as they apply to wastewater, industrial pretreatment programs, and storm water pollution control;
- Principles of water and environmental chemistry;
- Principles and practices of an activated sludge wastewater treatment plant;
- State recycling laws and regulations and available recycling, waste reduction and hazardous waste management techniques.

### Essential Characteristics and Duties Addendum

**Skills:** *(Demonstrated skill in performing the following)*

- Applying knowledge of principles of water and environmental chemistry to pollutants of concern pertinent to industrial users of the wastewater system.

**Qualification For Grade Progression:** N/A

### Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Position has periodic on-site inspections at industrial sites throughout the City.

Travel as required.

### Addendum History

2012.01 – Created

2015.10 – Revisions by HR

2016.04 – Revisions by HR