

ORANGE COUNTY SANITATION DISTRICT
CLASS SPECIFICATION

Job Code: 4000
FLSA Status: Exempt
Bargaining Unit: Executive Mgt
Effective Date: 07/12/02
Revised Date: 12/04/15

CLASS TITLE: DIRECTOR OF ENVIRONMENTAL SERVICES

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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under executive direction, plans, directs, manages, and oversees the activities and operations of the Environmental Services Department including environmental compliance, the environmental laboratory, the ocean monitoring program, and source control operations; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for all department services and activities including environmental compliance, the environmental laboratory, the ocean monitoring program, and source control operations.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through subordinate level staff, the Environmental Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Organize and direct the source control function responsible for industrial monitoring, permitting, and enforcement of the District's Wastewater Discharge Ordinance; ensure that wastewater and biosolids meet regulatory requirements; ensure that a high quality of wastewater is produced for reclamation.
9. Oversee pollution prevention activities (non-industrial source control) including implementing programs designed to control the discharge from businesses and residences of harmful products such as pharmaceuticals, fats, oils and grease (FOG), and emerging pollutants of concern.
10. Organize and direct the air quality function responsible for compliance with federal and state air quality requirements; participate in the development and implementation of technologies to reduce health risks to surrounding residents and businesses.

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11. Support effective biosolids reuse and water reclamation programs; oversee and participate in the development of related programs and completion of studies; evaluate and integrate study findings and advocate more effective District programs to policy makers.
12. Direct staff and resources to monitor and improve regional, state, and federal regulations affecting water quality and other environmental issues.
13. Oversee operations in the District's environmental laboratory and ocean monitoring program including monitoring compliance and wastewater operation process controls; ensure the quality and integrity of analytical work performed.
14. Provide staff assistance to the General Manager; prepare and present staff reports and other necessary correspondence.
15. Represent the Environmental Services Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
16. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of source control and environmental compliance for wastewater reclamation.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive environmental and source control program for wastewater treatment operations.
- Principles and practices of wastewater treatment and management.
- Principles and practices of environmental science as applied to wastewater reclamation and treatment.
- Principles and practices of program development and administration.
- Operational characteristics of an environmental laboratory including pertinent equipment, testing, and analysis.
- Principles and practices of water biosolids management and ocean monitoring.
- Principles and practices of environmental auditing.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to wastewater treatment, sewer system management plans, and stormwater management.

Ability to:

- Manage and direct a comprehensive environmental and regulatory compliance program for wastewater treatment operations.

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Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments. Identify and respond to sensitive community and organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of lower level staff. Delegate authority and responsibility.
Select, supervise, train, and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques. Support effective water and biosolids reclamation programs.
Oversee the operations of the environmental laboratory and ocean monitoring program.
Ensure the adherence to safe laboratory and vessel operating procedures.
Ensure the quality and integrity of analytical work performed in the laboratory.
Evaluate and integrate study findings and advocate more effective District programs to policy makers.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State, and local policies, laws, and regulations. Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, environmental engineering, or a related field.

Experience:

Ten years of increasingly responsible experience in wastewater management, environmental science, or a related field, including three years of management and administrative responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting.

Physical: Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.