



DECEMBER 2018
FLSA: EXEMPT

ENVIRONMENTAL SUPERVISOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision or direction, supervises, assigns, reviews, and participates in the work of staff in an assigned section of the environmental sciences laboratory and/or staff responsible for environmental compliance and regulatory efforts regarding ocean monitoring, regulatory resources, environmental audits, air quality, water quality, and biosolids management; ensures work quality and adherence to established policies and procedures; performs the most technical and complex tasks relative to assigned area of responsibility; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the assigned supervisory and/or managerial staff. Exercises direct and general supervision over assigned professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This classification is the supervisory level class within the resource protection, laboratory services or ocean monitoring division(s) exercising independent judgment on diverse and specialized functions with significant accountability and ongoing decision-making responsibilities. Incumbents organize and oversee day-to-day environmental program administration and are responsible for providing professional-level support to management in a variety of areas. This class is distinguished from the Engineering Manager and Environmental Laboratory and Ocean Monitoring Manager in that the latter have full management authority in planning, organizing, and directing the full scope of operations within the department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff in the assigned section(s) of the resource protection, environmental sciences laboratory or ocean monitoring division(s), including staff involved in the physical, chemical and microbiological preparation and analysis of a variety of samples including wastewater, sediments, source control, and ocean water samples, staff involved in the development and documentation of laboratory methods, and/or staff involved in environmental compliance and regulatory efforts regarding ocean monitoring, regulatory resources, air quality, water quality, and biosolids management.
- Carries out the District's safety program; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.

- Provides leadership, guidance, and training to less experienced staff; promotes individual growth and development in the performance of work assignments in the areas of responsibility.
- Establishes schedules and methods for providing assigned services and activities; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
- Participates in the selection of staff; provides or coordinates staff training; evaluates employee performance; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of assigned program budget; submits budget recommendations; monitors expenditures.
- Develops, maintains, and implements quality assurance/quality control (QA/QC) practices and procedures including standard operating procedures.
- Coordinates contract laboratory work; prepares contract specifications, evaluates bidders, and selects best qualified contractors; manages contracts with outside laboratories including arranging for services and verifying that specifications and regulations are followed; approves invoices within signature authority.
- Participates in the maintenance of the Laboratory's State Certification; serves as a liaison with regulatory agencies; manages the application preparation and certification sample analysis activities of the recertification process; remains current on Federal and State regulations involving the analysis and reporting of data for regulatory purposes; represents the District in committees involving certification issues.
- Oversees the Laboratory Information System (LIMS); oversees the planning of LIMS projects and participates in prioritizing tasks; participates in determining future applications of automation.
- Performs the most technical and complex tasks of the work unit including administration of permits, monitoring, data analysis and review, record-keeping and reporting, compliance assessment, field work related to permit compliance, regional projects and/or special studies, and/or the most technical tasks of the assigned laboratory section(s).
- Performs and oversees data analysis activities; identifies trends and relationships; interprets results and findings pertinent to prevailing regional environmental conditions.
- Provides technical direction and leadership to staff involved in the design and performance of District and/or regional technical monitoring, compliance, and research projects; ensures that projects are well defined for implementation and demonstrate applicability to the District.
- Develops proactive regulatory programs in anticipation of legal changes; influences the development of regulations, policies, and guidance documents; builds rapport and coalitions with similar public agencies and serves in leadership positions in professional and industry associations and committees in order to influence pending regulations or address litigation; encourages regulatory agencies to use District data and expertise in developing regulations; coordinate and provide information and testimony before regulatory agencies and other appropriate bodies; develops and recommends new programs or program modifications to ensure compliance with changing legislation.
- Reviews regulatory, technical, and professional publications relevant to District operations; utilizes various sources to track, review, and analyze new regulations to determine the impact of changes on District operations; prioritizes District resources to strengthen the District's regulatory and technical programs; develops working relationships with key regulatory officials; participates in quasi-regulatory bodies such as advisory committees and work groups to protect the District's interests.
- Supervises and participates in the generation and preparation of analytical and statistical reports, memorandums, and correspondence related to assigned programs and compliance with regulations; supervises the preparation of reports needed to monitor the District's compliance with Federal, State, and local permit requirements.
- Assists management in providing accurate and timely information and testimony to outside and

- regulatory agencies, the public, Boards of Directors, and District personnel.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of environmental sciences and regulatory compliance; researches emerging products and enhancements and their applicability to District needs.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Advanced principles and practices of comprehensive environmental sciences, compliance and regulatory program development, implementation, and management.
- Advanced principles and applications of critical thinking and analysis.
- Methods and techniques of conflict resolution and negotiation.
- Operations, services, and activities of an environmental science laboratory.
- Quality assurance/quality control principles and practices necessary to supervise a laboratory performing organic and inorganic analyses.
- Principles and practices of environmental science as applied to the various processes, functions, and services of the District.
- Technical understanding of ocean environment, management of wastewater processes, legislative and regulatory processes, permit reporting, and project management.
- Advanced principles and practices of assigned areas of expertise, such as environmental chemistry, wastewater chemistry, microbiology, organic and inorganic chemistry, marine and pollution ecology, chemical, biological, and physical oceanography, applied physics, and air quality.
- Advanced principles and practices of field sampling methods, data measuring and management techniques, statistical testing and analysis, and scientific writing.
- Occupational hazards and standard safety precautions utilized in an environmental services laboratory including principles used in the safe handling of contaminants and hazardous wastes.
- Principles and practices of budget development, administration, and accountability.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record-keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, laboratory information systems, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Effectively communicate, negotiate and influence behavior at all levels both internally and externally.
- Apply critical thinking and analysis to a broad range of situations and decision-making.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.

- Maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data.
- Oversee administration of various environmental sciences programs, laboratory operations, and environmental compliance and regulatory programs.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Utilize a computer, relevant software applications and/or other equipment.
- Ensure adherence to safe work practices and procedures in the workplace.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in a science, or a related field; AND,
2. Six (6) years of responsible work experience in environmental compliance and regulatory monitoring and/or performing advanced physical and chemical preparation and analysis in a laboratory, including four (4) years at a level comparable to a Principal Environmental Specialist or two (2) years of supervisory experience.

Licenses and/or Certifications:

- Valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment including a computer, in a laboratory setting, and in the field when participating in local or regional special studies and projects; to operate a motor vehicle and to visit various District or meeting sites; vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially an office and partially a field operations classification; frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this

classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors but may perform field work and are occasionally exposed to loud noise levels, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.