ENVIRONMENTAL COMPLIANCE SPECIALIST

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, air quality compliance, recycling and conservation programs; coordinate assigned 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*:*

- Sets precedent within limits and/or administers operating rules and procedures under management guidance, which affects a medium sized work unit, less than 10% of the organization, with moderate financial impact.
- Review and interpretation of local, state, and federal regulations.
- Performs advanced troubleshooting or analysis; uses judgment to select from multiple known alternatives.
- Plan, develop, implement, and coordinate the services and activities relating to Public Works Department and City-wide environmental issues and concerns.
- Oversee, direct and review the work of assigned technical staff and/or outside consultants; ensure that projects are in conformance with appropriate departmental and City rules, regulations, and policies as well as appropriate local, state and federal laws and regulations.
- Coordinate the services and activities of the Public Works Department to ensure environmental compliance with state and federal regulations; related to water quality, stormwater, pretreatment, and disposal of contaminated material.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identify resource needs; recommend and implement policies and procedures related to solid waste handling and disposal, City MS4, industrial pretreatment, and FOG programs.
- Promote recycling and conservation efforts and activities in the community; collect, develop, distribute brochures and pamphlets, and provide presentations pertaining to these efforts.
- Promote usage of environmentally safe products and recycling of commercial solid waste and products to reduce potential Wastewater Reclamation Facility process interference.
- Review and analyze local, state, and federal environmental publications; review existing programs and policies; write and recommend new or modified divisional policies and guidelines and recommend specific courses of action; review legislative proposals and propose updates.
- Conduct investigations and operational studies, and recommend modifications to assigned programs, policies, and procedures as appropriate to improve efficiency and cost effectiveness of operations.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Participate in the development of division budgets related to programs, equipment, materials, and supplies relating to environmental compliance and outreach.
- Ensure that City environmental programs and practices comply with all local, state and federal laws, regulations, and guidelines; oversee timely review and renewal of all necessary permits and licenses.

- Serve as a liaison for other City departments, divisions, and outside agencies and the general public in acquiring and providing information and coordinating services and activities; negotiate and resolve significant and controversial issues.
- Prepare and present staff reports and other necessary correspondence; participate in providing technical presentations to the City Administrator, City Council, and various groups and agencies.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends, innovations, and regulations in the fields of solid waste, stormwater, water quality, and pretreatment.
- Provides water quality assistance in sampling new waterline installations, including monthly sampling requirements in the absence of staff. Responds to water quality complaints as needed.
- Planning responsibilities include scheduling inspections and tracking of permit compliance.
- 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 regulations.
- Regulations and procedures to address fats, oils, and grease collection and disposal.
- Federal regulations pertaining to amalgam 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 of proper installation, operation, repair, and replacement of Water Utility Infrastructure.
- 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.

Judgement/Decision Making:

- Develop, interpret, and implement City policies, procedures, and programs as they pertain to this position.
- Performs duties with limited supervision within the parameter of established city policy, procedures and guidelines.
- Set work priorities and work independently with minimal supervision.
- Decision must be accurate to ensure safety of employees and the public.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Responsible for the compliance and development of environmental programs within the City of Dickinson.
- Will mentor and provide guidance to public works employees when necessary through environmental training and review.
- Assists public works department managers with personnel issues when required.

Relation to Others:

- Regular and substantial contact with State Department of Environmental Quality.
- Will regularly interact with other City Departments and employees.
- Coordination with stakeholders relating to MS4, Commercial/Industrial Pretreatment Program, Recycling, and water quality.
- Create and deliver presentations to groups.
- Coordinates and reviews media releases on environmental incidents.
- Position is entrusted with sensitive information relating to City programs and functions.
- Use interpersonal and communication skills to establish and maintain internal and external relationships.

Skills

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 management in one of the following programs: 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.

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 or deadlines occasionally (between 15% and 45% of the time).
- A typical workday involves exposure to one disagreeable element present, in moderate intensity, on an intermittent basis (less than 15% of the time) that may require following basic safety precautions.
- Frequent driving is required.

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Classification: Grade 17 (PW-17)
FLSA: Exempt
Created: PW Director Zuroff, HR Nameniuk, CA Winningham– 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.