



CITY OF CHINO

Environmental Coordinator

Definition:

Under limited supervision, plans, directs, and coordinates the work of the Environmental Engineering Section including interpreting and implementing various environmental regulations; and performs related work as assigned.

Class Characteristics:

The Environmental Coordinator is responsible for planning and implementing a variety of programs relating to industrial user discharges, pretreatment, storm water, air quality management, and household hazardous waste.

Essential Functions:

- Implement and enforce federally regulated NPDES Regulations; interpret and implement new regulations relating to California Water Codes, Safe Drinking Water Regulations, RCRA, Clean Water Act, and Title 22 regulations; and administer the Hazardous Substances Management and Household Hazardous Waste Program.
- Prepare and maintain records for Industrial Wastewater Discharge Permits, inspections, sampling and enforcement actions; prepare reports for local, state, and federal regulatory agencies such as the South Coast Air Quality Management District Subvention Fund Report, Federal Pretreatment Program Report, Annual MS4 Report, and Inland Empire Utilities Agency Reports.
- Serve as a member of the Regional Sewerage Program Pretreatment subcommittee; maintain liaison with the Inland Empire Utilities Agency, state and federal regulatory agencies and other contracting agencies; participate in and contribute to the activities of environmental committees for a variety of organizations such as AWWA, CWEA, Pretreatment Program Administrators, and the Household Hazardous Waste Information Exchange.
- Establish new procedures and purchase equipment to maintain program compliance; prepare the annual budget and present progress reports on cost expenditures for the Environmental Engineering Section.
- Make recommendations on various projects to the Community Development Department concerning environmental issues; prepare and present City Council reports, testimony at public hearings and other public information items.
- Evaluate and recommend methods to control or treat storm water and wastewater contamination; evaluate alternative treatment methods to comply with water and wastewater regulations; plan, estimate costs, and conduct studies related to water and wastewater quality control; and research and recommend uses for non-potable water.
- Confer with representatives of other departments and agencies, state and federal regulatory agencies, utility companies and others; assess and comment on

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federal and state water quality, hazardous waste and air quality legislation, both proposed and adopted.

- Manage the operations of the Household Hazardous Waste Program collection facility; ensure the facility is staffed with trained personnel and that personnel follow regulations and operating procedures; conduct public education activities; attend related meetings; prepare related reports.
- Assist in the selection, training, and evaluation of employees.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in environmental engineering, environmental science, biology, chemistry, or a related field (desirable).

Experience:

- Five years of progressively responsible, diversified experience, including some supervisory experience.

Extensive knowledge of:

- Regulations governing NPDES, RCRA, Title 22, Clean Water Act, and Safe Drinking Water Act.

Thorough knowledge of:

- Implementation procedures of related regulations and their effects on the City.

Considerable knowledge of:

- Methods and techniques of supervision.
- Cost accounting.
- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications.

Ability to:

- Plan, direct, and coordinate activities related to applicable regulatory requirements.
- Research, prepare, and present complex reports on a variety of subjects.
- Keep accurate records.
- Interpret and make recommendations concerning new or revised environmental regulations.
- Communicate effectively with a variety of personnel and establish and maintain effective working relationships.
- Supervise, train, and evaluate employees.
- Communicate clearly and concisely, both orally and in writing.
- Interpret, explain, and apply rules, regulations, legislation and policies.
- Understand and follow verbal and written directions.
- Work independently.
- Make decisions regarding operational and personnel functions.
- Operate programs within allocated amounts.
- Deal tactfully and courteously with elected and appointed officials, regional agencies, staff, and members of the public in a variety of situations.
- Respond to emergency and problem situations in an effective manner.
- Analyze unusual situations and resolve them through application of engineering and management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer; proficient in MS Word and Excel.
- Deal constructively with conflict and develop effective resolutions.
- Plan and enforce a balanced budget.
- Develop new policies impacting department operations/procedures.
- Assist in developing new policies impacting department operations/procedures.
- Interpret financial statements and cost accounting reports.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Possess a valid Grade 2 or higher level Environmental Compliance Inspection certificate from the CWEA (highly desirable).
- Be available to work a varying schedule including weekdays, weekends, and evenings.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

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Physical Profile:

Category I; 3, 4, 5, 6, 7, 8, 12, 13, 14, 15, 18, 19, 20.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 12/22/11

Replacing Environmental Coordinator classification specification dated 10/13/06

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