

CITY OF SALEM
ENVIRONMENTAL CONTROL SUPERVISOR

00116
30116
50116

NATURE OF WORK

This is responsible management and technical enforcement work monitoring discharges into City utility systems and emergency identification and containment of hazardous materials spills.

Work involves management of all provisions of State, Federal, and local laws relating to industrial pretreatment, commercial/industrial storm drain discharges and hazardous materials emergency identification and containment. The scope of responsibilities includes planning, controlling, directing, and organizing the City's environmental services program and participating in the establishment of City policies regarding the program. It also includes supervision of the enforcement of these laws and policies for illegal discharges to sanitary sewers, storm sewers, waterways, or the environment.

An incumbent of this class has full supervisory responsibilities over inspectors involved in the City environmental services program. Supervision is received in the form of general objectives to be reached with latitude and independent judgment in achieving those objectives. Work is reviewed through progress reports and overall results.

This classification is distinguished from the Utilities Inspector Supervisor by its emphasis on program management with greater responsibilities for legislative compliance, technical expertise, and potential consequence of error.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Plans, organizes, controls, and directs work in the enforcement of the City's environmental services program which includes pretreatment of industrial discharges, hazardous materials emergency identification and containment; and commercial/industrial discharges into storm drains and waterways. Reviews and supervises inspection activities of subordinates, and develops training programs for subordinates. Recommends annual line item and program budgets as they relate to inspection activities and environmental programs. Evaluates employee performance, makes hiring decisions and takes appropriate disciplinary actions.

Develops procedures, reporting/billing systems and training programs concerning hazardous materials spills for compliance with a variety of Federal, State and local regulations. Reviews and recommends changes in the Salem Revised Code as it relates to the City's environmental program and State and Federal laws. Communicates with DEQ, State Fire Marshal, Oregon Department of Fish & Wildlife, and other appropriate governmental agencies, and the public concerning hazardous materials prevention programs and remedial actions required.

Develops procedures and policies concerning hazardous materials responses. Manages emergency responses during a hazardous materials spill ensuring compliance with Federal, State and local regulations and safety precautions are followed. Works with Police, Fire, Risk Management and other City Departments as well as State and Federal agencies in coordinating response services and remedial actions.

Communicates verbally and in writing with Federal, State and regional environmental officials on a variety of regulatory and procedural issues.

Works closely with industrial and commercial dischargers to ensure compliance with State and Federal regulations. Schedules, coordinates and monitors inspection of industrial users; meets with industry representatives; surveys industrial users periodically.

Develops and administers an industrial/commercial monitoring program to identify discharges for code compliance into the City's storm drain system. This work includes review, analysis, and formulation of recommendations for Salem Revised Code modifications, identification of sources and type of discharges, inspection of discharges for code compliance and enforcing code against illegal discharges. Works closely with industrial commercial discharges to ensure compliance; schedules and monitors inspections; meets with commercial/industrial users periodically.

May respond to major hazardous materials spill incidents as needed or to observe subordinate performance. May serve as Facilities Engineer in his/her absence or as assigned.

Performs related work as required.

WORK QUALIFICATIONS

Considerable experience of a progressively responsible nature in administrative and supervisory work involving enforcement of environmental laws; a Bachelors degree in civil or sanitary engineering, chemistry or life sciences; or any equivalent combination of experience and training which provides the following knowledges, skills and abilities:

Considerable knowledge of environmental, utility, health and safety codes and pertinent regulations related to enforcement and administration of program assignments.

Knowledge of industrial inspection techniques, tests, and monitoring systems, pre-treatment processes, and utility system design and operation.

Knowledge of emergency response, incident command systems, containment, and clean-up technologies used during hazardous materials spills.

Considerable skill in the evaluation of emergency response systems, environmental regulations and utility collection/treatment systems to evaluate a wide variety of pollution control problems.

Skill in the use of modern office equipment including personal computers.

Considerable ability to maintain effective working relationships with employees, agency representatives and the public.

Considerable ability to read and interpret plans, maps, and specifications, technical literature, regulations, and laboratory reports and apply them to the environmental services program.

Considerable ability to prepare accurate, concise reports, maintain accurate records, and express self clearly both orally and in writing.

Ability to analyze and recommend changes to codes and ordinances to meet program objectives.

Ability to conduct presentations to officials, agency representatives and the public.

Ability to prepare and manage a budget, determine service delivery costs, and accurately bill polluters for containment/clean-up costs.

Ability to obtain Oregon Fire Marshal certification as a Team Leader or equivalent is desirable.

Possession of a valid Oregon driver's license or Class C license and ability to meet City driving standards.

PERSONNEL DIRECTOR