CLASS SPECIFICATION
Source Reduction & Control Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes and directs the programs, activities and personnel of the Industrial Source Control Division; develops and implements programs, policies, programs and procedures to achieve bureau goals and ensure compliance with all federal, state and local laws and requirements regulating industrial, commercial and domestic wastewater and storm water discharges into the City's wastewater treatment and collection system; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent class is responsible for program development, planning, coordinating and directing all activities and staff engaged in carrying out programs and regulations regarding the discharge of sewerage and industrial wastes into the City's wastewater and storm water systems, including industrial wastewater discharge permitting, inspection, technical assistance, monitoring, enforcement, reporting, public relations and education. The work of this class is complex and involves significant accountability and decision-making responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Manages, oversees and directs the activities of the Industrial Source Control Division; manages and directs the development of and implementation of programs designed to directly improve water quality, public health and safety and sustain the natural environment; develops and approves division policies, work plans and budgets; oversees the operations and maintenance of the WPCL facility.

2. Plans, organizes, controls, integrates and evaluates the work of the Industrial Source Control Division; with subordinate supervisors, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

3. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

4. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

5. Prepares a variety of special and recurring studies and reports; develops recommendations to improve the effectiveness of the Industrial Source Control Division; coordinates division activities with other bureaus and agencies.

6. Plans and directs the processing and issuance of industrial discharge permits and control mechanisms for connection and discharge to the City's wastewater discharge system; ensures technical inspections of industries connected to the collection systems; ensures appropriate plan reviews for industries requesting connection to the wastewater discharge system; determines industry quality/quantity metering requirements.

7. Ensures appropriate compliance monitoring frequency and testing protocols for industrial discharges, trunk line flows and treatment plant influents.

8. Oversees the City's industrial user enforcement process to ensure City Code provisions and requirements are consistently and equitably applied.

9. Negotiates and administers inter-jurisdictional agreements with other public agencies and industrial associations utilizing the City's collection and treatment facilities to implement source control programs.

10. Reviews and evaluates impact of federal and state standards and requirements on source control programs; confers with bureau and division staff to discuss systems and processes to comply with requirements; confers with wastewater treatment plant staff to establish and maintain systems for monitoring impact of discharges on treatment operations.

11. Confers with representatives of regulatory agencies to resolve technical and compliance issues and to explain program activities and objectives; meets with industrial and commercial representatives to encourage compliance; solicits input from interest groups and individuals regarding source control issues; represents the City at public meetings and hearings and provides testimony before legislative bodies and committees.

12. Ensures that performance regarding standards, specifications and regulatory requirements are reported to regulatory agencies.

13. Ensures through reporting mechanisms that program standards are maintained in compliance with applicable laws and regulations.

14. Directs the development of information programs for industrial, commercial and domestic users regarding the impact of discharges on the treatment system.

15. Conducts non-compliance meetings with City staff, industrial users and legal counsel.

16. Reviews and coordinates with appropriate personnel the implementation of local, state and federal laws and regulations regarding industrial waste inspection and compliance, and in other assigned areas of responsibility.
17. Researches and monitors technical developments in areas related to the City's industrial source control program and in other assigned areas of responsibility.
18. Inspects operations and projects to ensure conformance with standards and specifications.
19. Ensures the City's safety program and goals are implemented and carried out in the division; develops and proposes safety requirements to be carried out in the department.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Manufacturing processes as sources of industrial waste and their effects on the environment and wastewater and storm water treatment processes.
2. Principles and practices of waste minimization, source reduction and wastewater treatment processes, systems and technology.
3. Local, state and federal laws, codes, regulations, categorical pretreatment standards and guidelines pertaining to the work.
4. Administrative principles and methods including goal setting, program development and implementation.
5. Principles and practices of budget preparation and administration.
6. Safety regulations, safe work practices and safety equipment related to the work.
7. Computer software applications related to the work.
8. Principles and practices of effective human resource management and supervision.
9. Principles and practices of building maintenance and operation.

Ability to:

1. Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
2. Manage and direct industrial waste pretreatment , storm water and source reduction programs.
3. Select, motivate and evaluate staff and provide for their training and development.
4. Prepare, administer and monitor a division budget.
5. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
6. Develop and implement goals, objectives, policies, procedures, work standards and management controls.

7. Prepare clear and concise records, reports, correspondence and other written materials.
8. Communicate ideas clearly and concisely both orally and in writing.
9. Exercise independent judgment and initiative within general policy guidelines.
10. Establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in engineering, biology, chemistry, environmental science or a related field; and five years of progressively responsible administrative and supervisory experience in industrial source control or environmental/waste management; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

2010 ENVIRONMENTAL SERVICES MANAGER. Adopted: 07-01-92

June 2009 - Change Job Class number from 7620 to 30000668, due to system change.