

Job Description

GRSD Sewer Authority



Title: Environmental Compliance Coordinator
Supervised By: Authority Superintendent
Supervises: Lab Personnel and Operators as needed
FLSA Status: Non-Exempt

General Summary:

Under minimal supervision of the Authority Superintendent, coordinates and oversees all state and federal environmental compliance and sampling mandates. Responsible for coordinating and implementing the Authority's Industrial Pretreatment Program (IPP), Storm Water Pollution Prevention Plan, Pollutant Minimization Program, Septage Waste Hauler Program, NDPEs Permit sampling, and environmental compliance/reporting. Position will ensure that plant and system operations are conducted in accordance with good safety practices and that appropriate tests and records are maintained.

Essential Job Functions:

The duties listed are intended only for illustration of the various types of work that may be performed by an employee in this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Assures compliance with all local, state, and federal environmental standards for a Class B Wastewater Treatment Plant.
- Oversees collection and testing of a variety of samples to ensure compliance with local, state, and federal requirements.
- Maintains records of all tests and results according to established procedures.
- Generates compliance reports as needed, including additional monitoring reports, discharge monitoring reports and periodic reports pertaining to industrial pretreatment, storm water, and wastewater requirements.
- Receives and reviews reports from third-party contractors pertaining to environmental compliance issues and acts upon results as necessary.
- Monitors effluent for NPDES Permit compliance.
- Performs all required sampling including: industrial pretreatment, mercury minimization, storm water, etc.
- Inspects laboratory equipment frequently to assure proper operation.
- May be required to work rotating schedules, overtime, holidays and be available for standby or call-in as assigned.
- Prepares monthly operating and maintenance reports and submits the same regulatory agencies.
- Pays attention to details.
- Keeps up with developments in environmental protection with continued education and professional growth.
- Attends conferences, workshops, and seminars as appropriate.
- Participates in safety training and attends safety meetings. Adheres closely to all safety policies and regulations in order to assure the safety of employees and the public.
- Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A Bachelor's Degree in Chemistry, Biology, or Environmental Sciences (or related field).
- Ability to obtain a Michigan Class B Municipal Wastewater Treatment Plant Operator Certification is required.
- Three (3) years of related experience, including supervisory experience.

- Thorough knowledge of applicable federal, state, and local laws, rules and regulations concerning environmental compliance of a Class B Water Resource Recovery Facility.
- Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when dealing with employees, project contractors, representatives of governmental units, professional contacts, and the public.
- Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines, and in emergency situations.
- Possess and maintain a valid driver's license and a good driving record.
- Ability to pass a pre-employment background check, physical, and drug screen.
- Ability to work overtime, holidays, and be available for standby or callback as assigned.
- Must be able to understand laboratory results, meet deadlines, set priorities, and make schedules.
- Must be able to coordinate meetings.
- Ability to use a computer. (ex. Excel, Word, Outlook, etc.)
- Knowledge of safety practices.
- Knowledge of laboratory principals.
- Ability to climb ladders and perform manual labor.
- Ability to communicate, carry out oral and written instructions, set priorities, and meet deadlines and schedules.
- Ability to work independently with no supervision and as a part of a team.
- Ability to safely use a variety of Personnel Protective Equipment (PPE) including respirators when required.
- Ability to work with detailed information and data.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee may encounter potentially hazardous conditions, such as slippery floors, working from heights or depths of up to 30 feet, in confined spaces, or on difficult terrain, and may include exposure to loud noises, chemicals, gases and fumes. Some lifting up to 50 pounds, carrying, pushing, and/or pulling and significant fine finger dexterity is required. Generally, the job requires standing, but walking, sitting, crouching, and kneeling will be done. May be required to work outside in inclement weather conditions.