

**GRAND HAVEN / SPRING LAKE SEWER AUTHORITY  
JOB DESCRIPTION**

**ENVIRONMENTAL COMPLIANCE SUPERVISOR**

**Supervised By:** Superintendent  
**Supervises:** Plant employees as assigned

**Position Summary:**

Under general supervision of the Superintendent, performs work of considerable difficulty in planning, supervising, and inspecting the activities of the treatment plant laboratory, the Industrial Pretreatment Program, the Program for Effective Residuals Management, and the operational function of the wastewater treatment plant and its related facilities.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, organizes, directs, and evaluates the laboratory functions of the wastewater treatment plant. Develops and implements new laboratory and operating procedures as appropriate. Reviews related records, reports, logs, and documentation, and provides technical advice.
2. Ensures environmental compliance through testing at critical processing points, evaluation of test results, and appropriate changes in the treatment processes to meet required standards.
3. Plans, coordinates, and supervises a quality control regimen for a variety of programs to ensure compliance with Federal, State, City, and Village standards, rules, ordinances, laws, and guidelines. This includes the Industrial Pretreatment Program (IPP), the Program for Effective Residuals Management, the Federal National Pollutant Discharge Elimination Systems (NPDES), the Mercury Minimization Program, and other related programs.
4. Participates in the recruitment and hiring of plant employees. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
5. Issues non-compliance letters or administrative orders to Industrial Users in accordance with the Enforcement Response Plan. Levies fines for violation of local sewer use ordinance. Issues dewatering permits to private construction companies for ground water cleanups or construction activities.
6. Prepares and submits a variety of regulatory reports and oversees the maintenance of all computer records.
7. Schedules, coordinates, and monitors the work of outside contractors as needed.
8. Assists in the preparation and administration of assigned of operating and capital budgets.

9. Monitors inventory of plant and laboratory parts and supplies and places restocking orders according to established purchasing procedures.
10. Evaluates current facilities, processes, and staffing arrangement and prepares recommendations for modifications as indicated.
11. Responds to plant and operational emergency situations. Participates in a 24/7 on-call rotation for emergencies and may be required to work outside of normal business hours in the event of an emergency.
12. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements including State and Federal legislation and local ordinances and regulations. Compiles operational statistics and completes a variety of reports required by the City, State and other agencies.
13. Attends various meetings, completes research and special projects, makes recommendations, and gives presentations as requested.
14. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
15. Performs other related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below 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, environmental engineering, biology, or a related field is required. In lieu of formal education, a combination of education and prior work experience may be considered.
- Five or more years of experience working within the wastewater treatment field in laboratory testing and analysis, plant operation, or related areas is required.
- State of Michigan DEQ Class B certification for the operation of wastewater treatment plants, or the ability to obtain one upon hire, is required.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Considerable knowledge of modern laboratory techniques, practices, and procedures.
- Strong knowledge of the theory and practices of modern wastewater treatment including the processes, equipment, and facilities involved.
- Strong knowledge of the principles and practices of the chemical, physical, and bacteriological processes involved in wastewater treatment and testing.
- Strong knowledge of Federal and State regulations applicable to solids management and industrial waste.

- Skill in organizing and supervising the work of subordinates, in developing and implementing work procedures, and in training and developing employees.
- Skill in performing laboratory examination and in following through test sequences and analyzing operating problems.
- Skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Skill in assembling and analyzing data, and in preparing comprehensive and accurate reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

**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 the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone or two-way radio, email, or in person, and move around the office to travel to other locations. The employee must occasionally lift and/or move items of moderate to heavy weight.

While performing the duties of this job, the employee is regularly required to work in the laboratory or plant areas supervising or completing hands-on operations and maintenance work, and to travel to various locations within the City. The employee may be exposed to treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may be exposed to fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with maintenance activities or plant operations. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the work sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is moderate, and can occasionally be very loud.