

Environmental Specialist II, Wastewater Division

City of Dunedin, Florida
Class Description

JOB TITLE: Environmental Specialist II - Wastewater
Utilities Department
Wastewater Division

GENERAL STATEMENT OF JOB

Under general supervision, responsible for technical work of monitoring, evaluating, enforcing and overseeing all aspects of the city-wide wastewater pollution control program. Monitors, evaluates and enforces community compliance with Federal, State, County and City environmental control regulations and ordinances. Communicates and coordinates with local commercial and industrial businesses on Federal, State, County, and City environmental regulations. Performs related administrative work as required. Reports to the Wastewater Collections Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Manages and enforces the City's Fats, Oils and Grease (FOG) Program and is responsible for scheduling inspections and reporting. Serves as the primary liaison between commercial food service establishments and the department and provides educational information to customers concerning FOG.

Assist the public and internal City staff with interpretation of environmental regulations and compliance with federal, state and local environmental laws, codes and ordinances.

Communicates regularly with state and local environmental regulators including preparing reports and correspondence related to the required monitoring, and permit deviations that occur throughout the collection system.

Performs field investigations, sampling and monitoring. Interpret and report the results of laboratory data.

Cooperates with Code Compliance to prepare and issue notices of violations. Investigates reports of hazardous discharges, illegal dumping or other violations of sewer use ordinances and regulations.

Environmental Specialist II, Wastewater Division

Reviews State and Federal pretreatment regulations and initiates actions to keep the City current with regard to compliance. Conduct field investigations of facilities and stormwater drainage to evaluate compliance with environmental codes and ordinances, recommend modifications to ensure regulatory compliance, and maintain case files for documentation.

Reviews, revises and writes local environmental regulations and operating instructions for the City Code of Ordinances.

Develops and implements wastewater public education programs for the public, schools, community groups, and businesses. Educational programs may include partnerships with local and state universities for research purposes.

Performs all duties in compliance with established policies, procedures, schedules, and standards of safety and quality.

Prepares and assists with emergency response for events like hurricanes, as directed.

ADDITIONAL JOB FUNCTIONS

Maintains clean and orderly work areas.

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, dispatching crews, typing reports and correspondence.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's Degree in Environmental Science, Biology or a related field, with at least one year of relevant work experience in wastewater, field sampling or laboratory work.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Most possess a valid Florida driver's license.

Requires a FIPA or FWPCOA FOG Management and/or Industrial Pretreatment "B" Certification, or the ability to obtain within one year of employment.

This position is Category B for the purposes of Dunedin Emergency Management. The

Environmental Specialist II, Wastewater Division

incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Wastewater Environmental Specialist II. Understands specific city, county, state, and federal regulations as they apply to the duties and responsibilities of the position. Has knowledge of planning and development and land use terminology. Must be familiar with the use of modern technology: including computer modeling, digital mapping, and Geographic Information Systems (GIS) software applications. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Must be organized and detail oriented.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Able to aid fellow employees as necessary. Is able to provide effective leadership and supervision as assigned. Performs such within established policies, procedures and standards. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Knows how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, telephone, engineer's scale, etc. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and for materials used in performing essential functions. Has knowledge and skill in operation of a motor vehicle.

Environmental Specialist II, Wastewater Division

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, grammar, vocabulary, and spelling. Has the ability to speak, write, and understand the English language.

Mathematical Aptitude: Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to use basic geometric principles.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routing tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a moderate amount of physical effort and lifting or carrying up to 45 pounds; some field data collection including balancing, bending, climbing, crawling kneeling, standing and walking; tasks may require sufficient hand/eye coordination to perform pulling, pushing, reaching and throwing.

Sensory Requirements: Some tasks require visual (including depth perception and ability to distinguish colors), olfactory, and auditory, perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks require exposure to adverse weather conditions, temperature extremes, wetness/humidity, smoke/dust/pollen/dirt, confined spaces, disease/pathogens, strong odors, machinery hazards, traffic hazards. City recommends immunization against Tetanus and Hepatitis A & B. City will provide immunizations; employee may decline.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Environmental Specialist II, Wastewater Division

Janice "Nan" Bennett

Utilities Director

19 Sep 2024

Date