

Classification Description



Title: Environmental Compliance Manager
Department: WPES
Job Code: 1575
Pay Grade: 540
FLSA Status: Exempt

Bargaining Unit: Non-Represented
Established: 12/2022
Revised:
EEO Category: Officials and Administrators

CLASSIFICATION DESCRIPTION

This position is responsible for managing Waste Prevention and Environmental Services (WPES)'s internal environmental compliance program and staff while ensuring that operations at the solid waste transfer stations, household hazardous waste facilities, landfill, and the Metro Paint recycling and manufacturing facility are complying with local, state, and federal environmental rules and regulations. As the environmental agency regulatory liaison, this position will maintain, renew, and support compliance with site environmental regulatory permits. This position will provide subject matter expertise, advice, and recommendations on regulations, environmental stewardship, and staff safety.

DISTINGUISHING FEATURES

This is a single unit classification distinguished by the complexity and breadth of assigned responsibilities to include the administrative, operational, and planning functions of a division and/or unit of a department.

DUTIES AND RESPONSIBILITIES

1. Supervises daily functions of the environmental compliance team. Responsibilities include coordinating, performing and scheduling environmental compliance monitoring, sampling, and reporting activities. Assigns work, evaluates performance and provides professional development (mentorship, coaching, cross-training and technical training of processes and best practices) to the team of employees performing these services. Provides support and leadership for the continued success of the environmental compliance program and WPES operations. Reviews timecards, approves vacation requests, work schedules and other administrative functions.
2. Coordinates and supervises various routine landfill maintenance and closure activities. Coordinates regulatory reporting. Develops and maintains vendor and consultant contracts to support landfill closure regulatory activities.
3. Consults with WPES project managers for support on complex projects.
4. Manage regulatory permits and permit-required activities. Coordinate routine permit-required monitoring, sampling and reporting activities for the transfer stations, stormwater, landfill, and other functions as needed.
5. Supports operations staff with updates and modifications of various operational plans and standard operating procedures to ensure compliance with environmental rules and regulations. Prepares and updates site plans as required.
6. Provides and coordinates Pollution Prevention Plan onsite and web-based training of transfer station scale house, traffic, and household hazardous waste frontline staff to satisfy regulatory training requirements.

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7. Provides support to operations staff regarding the acceptance and disposal of special wastes. Supports household hazardous waste operations with evaluation of compliance of end disposal facilities and disposal and transport contracts. Coordinates routine facility observations to evaluate environmental conditions and report observation to site superintendents. Works collaboratively with site operations staff to resolve observed environmental concerns. Manages and reviews performance, operation and maintenance reports from treatment system contractor. Reviews facility construction/repair project plans and specifications to evaluate environmental permit implications and potential impacts to human health or the environment.
8. Performs budget related duties for assigned section. Provides research and recommendations to the Asset and Environmental Stewardship Director for operational and capital budget process. Monitors and reviews service levels and section expenses to evaluate budget compliance and to provide input to budget formulation and planning; prepares cost/project estimates and contract management.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
 - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices, and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Bachelor's degree in environmental science, chemistry, biology, engineering, or a related field and,
- A minimum of five (5) years of progressively responsible experience in managing environmental compliance or related environmental programs and,

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- A minimum of three (3) years of supervisory experience or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

Special Requirements:

- HAZWOPER 40-hour training.
- Registered geologist.

Knowledge, Skills and Abilities:

- Knowledge of local, state, and federal environmental rules and regulations.
- Knowledge of environmental investigation, evaluating nature and extent of contamination, and evaluating risk to human health and the environment.
- Knowledge of environmental monitoring and sampling of soil, soil gas, groundwater, stormwater, and wastewater.
- Knowledge of environmental contaminants and potential impacts to various types of media including air, soil, groundwater, stormwater, and surface water.
- Knowledge of management theory, training principles, and supervision best practices and principles.
- Knowledge of principles and practices of public administration including budgeting, public policy, program management, contract management and purchasing.
- Knowledge of computer software programs: Microsoft Outlook, Teams, Word, and Excel
- Skill in establishing and maintaining effective working relationships with elected officials, senior leadership, external agency staff, community groups, the public and local, state, and federal environmental regulators such as local sewer agencies, city governments, DEQ, and EPA.
- Skill in decision making, prioritizing resources, and developing recommendations based on analysis.
- Skill in planning and leadership in developing goals and objectives of program areas.
- Skill in supporting teams and proven experience building and leading teams.
- Skill in evaluating environmental chemical analytical data and reporting.
- Skill in managing industrial wastewater and stormwater permits.
- Ability to organize work, manage time, prioritize tasks effectively and meet deadlines.
- Ability to provide excellent interpersonal and customer service skills.
- Ability to manage industrial wastewater and stormwater permits.
- Ability to evaluate environmental chemical analytical data and reporting.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to manage staff and resources in an effective and efficient manner.
- Ability to communicate and coordinate multiple and complex tasks to support professional staff.
- Ability to use independent judgement and action and problem-solve.

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- Ability to maintain confidentiality.
 - Ability to perform essential duties and responsibilities.
 - Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
 - Ability to successfully pass the background check and screening requirements if required for the position.
 - Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- Supervision is received from assigned Supervisor or Manager.

SUPERVISION EXERCISED

- Full supervisory authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline, or to adjust grievances.

TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- Standard office equipment and protective clothing needed for landfill and/or transfer station environment.

WORK ENVIRONMENT

- Work is generally performed in an office environment, with frequent interruptions and irregularities in the work schedule. Frequent reaching, walking, standing, lifting, stooping, or carrying of equipment and materials may be required. Incumbents may be required to lift and carry up to 10 pounds. This position works in an office environment, at a closed landfill daily, and Metro garbage and recycling transfer stations several hours per week.
- Work involves site visits to facilities that can involve exposure to methane, vehicle exhaust, loud noises and walking in close proximity of vehicles and heavy machinery, strong odors from garbage, dangerous materials, fires and other hazardous conditions.
- Occasionally work outdoors during all weather types and events and may require working in a dispersed location alone, sometimes without cell service.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.