

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Environmental Safety Coordinator	Job Family: 3
General Classification: Professional	Job Grade: 33

Definition: To manage and coordinate all aspects of compliance with the City's NPDES stormwater discharge permit, Sewer Use Ordinance, and Tiered Permitting Program requirements. This includes numerous subprograms, such as public education and outreach, plan review, commercial/industrial facility inspections, construction site inspections, implementation of new development stormwater treatment requirements, training of City staff, enforcement of NPDES, Sewer Use Ordinance and tiered permitting provisions, coordination with other City departments and divisions, etc. This position also supervises the fire and life safety inspection program for a limited category of commercial facilities.

Distinguishing Characteristics: The Environmental Safety Coordinator is an advanced journey-level position reporting to the Fire Marshal and exercises direct supervision over assigned professional and front-line personnel within the Environmental Safety Section of the Fire and Environmental Protection Division. This position serves as the primary representative of the City on all stormwater pollution prevention compliance issues and must be able to communicate effectively on a regular basis with State of California regulators, City Council, public-interest groups (Chamber of Commerce, etc.), and City staff regarding NPDES permit requirements. This position has primary responsibility for assuring Citywide compliance with all NPDES permit provisions, including representing the City on all State and Federal audits, and completing all annual reports and work plans. This position designs and implements new programs, as needed, to ensure continued compliance with NPDES permit requirements and directs and supervises other City staff, as needed, to implement these new programs. This position also supervises the fire and life safety inspection program for a limited category of commercial facilities.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plan, prioritize, assign, supervise, and review the work of assigned staff.
2. Recommend and assist in the implementation of goals and objectives of the Fire and Environmental Protection Division.

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3. Participate in the selection of staff, provide or coordinate staff training, work with employees to correct deficiencies, and implement discipline procedures.
4. Design, oversee, and implement an effective facility inspection program for compliance with the NPDES stormwater discharge permit for a variety of uses, including City facilities, commercial/industrial facilities, and residential facilities. Also applies to fire and life safety requirements for a limited category of commercial facilities.
5. Design, oversee, and implement an effective enforcement program for compliance with the NPDES stormwater discharge permit and fire and life safety requirements for a limited category of commercial facilities using the City's "enforcement response plan." Enforcement includes issuing Notices of Violation, administering fines and penalties, and participating in enforcement hearings.
6. Maintain and keep up-to-date a database of all pertinent stormwater discharge information, including inspections, enforcement actions, and public outreach activities.
7. Review DRC and construction plans for compliance with all NPDES stormwater discharge permit provisions; NPDES industrial pretreatment requirements; and other sanitary sewer discharge requirements, such as fats, oil, and grease controls at food service facilities. Advise and assist applicants in an effort to bring them into compliance in a timely manner.
8. Design, oversee, and implement an effective public education and outreach program for all regulated facilities (including City facilities, industrial/commercial facilities, and residences) to help them comply with all NPDES stormwater discharge permit, Sewer Use Ordinance, and Tiered Permitting Program requirements.
9. Design, oversee, and implement an effective illegal discharge response program; investigate and trace the sources of illegal discharges; provide follow-up with the responsible party; and enforcement action when warranted.
10. Work cooperatively with the City of Palo Alto and other permitted cities in Santa Clara County to coordinate program functions and approve the City's overall compliance program.
11. Oversee and provide guidance to other City departments and divisions on how to effectively comply with the NPDES stormwater discharge requirements.

12. Attend seminars and workshops, and subscribe to publications on general NPDES stormwater discharge compliance efforts, both locally and nationally. Use this information to improve the City's current compliance efforts as well as to design and implement new programs that will improve the City's overall effectiveness.
13. Represent the City on the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) Management Committee and numerous ad hoc task groups.
14. Represent the City in all State/Federal audits; organize other City divisions and department representatives as needed.
15. Complete all required reporting, including work plans, annual reports, etc.
16. Prepare complex reports, letters, and correspondence.
17. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: City's NPDES stormwater discharge, Sewer Use Ordinance, and Tiered Permitting Program requirements; roles and responsibilities of all City departments and divisions in relation to stormwater and wastewater discharge compliance activities; State, Federal, and private resources that are available to assist with stormwater discharge emergencies; basic biological, chemical, and hydrological principles and their application in identifying and evaluating the quality of stormwater discharges; techniques and methods used for treating stormwater runoff; installation and maintenance of stormwater control devices; basic watershed principles; California Fire Code requirements for A and B occupancy groups; and principles and practices of safety related to areas of assignment.

Ability to: Inspect a variety of City, commercial, industrial, and residential facilities; initiate and sustain enforcement actions when so warranted; deal cooperatively and effectively with City staff, City Council, and the public; communicate clearly and concisely, both orally and in writing; operate City-specific computer programs; interpret and apply technical codes, publications, and guidance documents; read and interpret blueprints; direct and guide outside divisions and departments in their compliance efforts; and design and implement new programs to enhance the City's overall compliance effort.

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Experience and Training Guidelines: Combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Two years of recent full-time experience with NPDES stormwater regulations. Experience with sewer use regulations and tiered permitting requirements is highly desirable. Supervisory or lead experience highly desirable. Training and experience equivalent to a bachelor's degree with major course work in environmental studies, biology, or chemistry.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Possession of the Grade 2 Environmental Compliance Inspector certification issued by the California Water Environment Association (CWEA) within two years of appointment. Certification as a Construction General Permit Qualified SWPPP Practitioner (QSP) from the State of California is highly desirable.

Working Conditions: Must possess the ability to climb ladders and lift 50 pounds. Must be willing to work outside under adverse weather conditions and perform direct emergency work as needed.

Established: February 2013

Revised: February 2020

HRD/CLASS SPECS

Environmental Safety Coordinator