

MAJOR FUNCTION

This is highly responsible technical, administrative engineering work for the City's Environmental Regulatory Compliance Division. The position requires the individual to plan, organize and schedule all phases of complex projects, evaluate City facilities for environmental compliance, and prepare and implement corrective action plans as necessary to achieve compliance with applicable environmental laws, regulations, rules and ordinances. Duties also include long range planning, interpretation of environmental laws, regulations, rules and ordinances, environmental program implementation, performing technical computations and preparation of permit applications, grant application and regulatory reports. May act as lead engineer, mentoring and/or leading junior staff, directing the work of contractors and administrative employees. Work is performed under the direction of the Environmental Regulatory Compliance Administrator with considerable independence, initiative and professional discretion in discharging responsibilities. Work is reviewed through conferences, reports, customer feedback, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, designs, and develops environmental equipment materials, engineering methods and compliance alternatives for the Electric, Water and Solid Waste Utilities and other City facilities. Receives and reviews chemical and physical data from analytical laboratories to determine compliance with specific environmental regulations and requirements. Obtains and maintains all required environmental authorizations for the City's utilities and facilities. Manages projects for cleanup sites at City facilities. Investigates potential problems with environmental data or operations, and develops and implements action plans. Reviews the Federal Register and Florida Administrative Weekly for environmental rules and regulations that have either a direct or indirect effect upon City facilities. Reviews and comments on proposed rulemaking by the Florida Legislature pertaining to environmental legislation. Attends and reports on topics presented at professional environmental meetings affecting City facilities. Develops and updates Best Management Practices, Stormwater Plans, National Pollutant Discharge Elimination Plans and Air Compliance Programs, etc., as required by the applicable federal, state and local regulations. Develops environmental procedures to assist City personnel in compliance with air, waste and water laws, regulations, rules and local ordinances. Identifies and manages sustainability related projects, as needed. Directs the preparation of construction drawings by others. Prepares the budget for major aspects of the environmental compliance programs. Conducts computer simulated system studies, analyzes and reports as required. Conducts studies and site analysis related to environmental programs for the utilities. Directs the inspection of environmental projects. Oversees fieldwork, as necessary, in auditing and assessing environmental compliance at the utility facilities. Supervises tasks related to client or government contracts, including monitoring their progress and making sure deadlines are met. Meets with appropriate regulatory agencies, including but not limited to the U. S. Environmental Protection Agency and the State of Florida Department of Environmental Protection. Trains and directs the work of employees engaged in environmental program activities. Supervises inspection on environmental projects. Applies for grants as appropriate and manages funds accordingly. Performs related work as required.

Other Important Duties

Evaluates bids for environmental equipment and compliance programs. Reviews and authorizes payment requests from vendors and installers. Forecasts environmental requirements for budgetary, operation and planning purposes as required. Performs after hours, on-call or call-back duties, as required. Attends after-hours City or departmental events. Acts on behalf of the Environmental Regulatory Compliance Administrator in their absence. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the modern practices, regulations, methods, techniques and equipment in activities involved in the environmental engineering. Thorough knowledge of electrical, generating, transmission, distribution and wastewater treatment systems as they relate to environmental matters. Thorough knowledge of environmental laws, rules, and regulations and their application to the City's facilities. Ability to recognize trends and troubleshoot when necessary. Ability to maintain records and prepare statistical reports. Ability to communicate technical issues orally and in writing. Ability to take field notes and use them in drawing plans and specifications. Ability to plan projects, prepare cost estimates, conduct engineering research, make inspections, and prepare progress and accomplishment reports. Ability to plan, assign, direct and review the work of employees and provide instructions in a manner conducive to high performance and good morale and/or supervise subordinates. Ability to maintain effective working relationships and exercise appropriate judgment as necessitated by the work. Considerable knowledge of the methods of motivating employees to recognize the need for and benefits of environmental compliance. Ability to plan, develop and implement environmental plans and programs and provide the necessary training. Ability to communicate clearly and concisely both orally and in writing. Ability to use personal computers and the associated programs and applications that are necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in environmental or chemical engineering and seven years of professional environmental engineering experience in the design, analysis, operation and maintenance of environmental systems at an electric utility or related industry; or possession of a bachelor's degree in general engineering or environmental science and eight years of commensurate experience; or an equivalent combination of training and experience.

Necessary Special Requirements

Possession and maintenance of an active license as a professional engineer with the State of Florida at the time of application.

Must possess a valid Class E State driver's license at the time of appointment.

An employee assigned to the Purdom Power Plant, or who may be occasionally required to have unescorted access to the Port Facility portion of the Purdom Power Plant, (as determined by the General Manager-Electric and/or the Director of such employee's department), must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment.

Established: 02-13-17