

## ENVIRONMENTAL SERVICES SUPERVISOR

POSITION SUMMARY: To supervise work in the monitoring of industries who are users of the wastewater treatment system; to supervise work in the land application of biosolids from the treatment plant in accordance with local, State, and Federal regulations; and to investigate environmental concerns of the City.

SUPERVISION RECEIVED: Work is performed under the Wastewater Plant Superintendent or designee.

SUPERVISION EXERCISED: Supervises Industrial Pretreatment Inspector, Industrial Waste Monitor(s), Sludge Operator (biosolids monitor), part time or seasonal employees, or any other employee of a lower classification who may be assigned to this work area.

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. Calculation and assessment of surcharges and review of biosolids contract cost of living adjustments.
2. Review and signature of Notices of Violation and rules of biosolids application.
3. Coordination of compliance and enforcement situations, including outstanding items relating to any consent order.
4. Investigate illegal discharge incidents.
5. Preparation of Monthly and Quarterly Reports.
6. Preparation of Annual Reports to MDEQ.
7. Review and management of industrial self-monitoring data.
8. Analysis of Significant Non-Compliance determination and annual publishing.
9. Review of industrial data to revise sampling schedules.
10. Maintenance, issuance, and renewal of industrial discharge permits.
11. Tracking and dispersal of MAHL allocated loadings related to industrial discharge permits.
12. Processing of sewer use ordinance revision process steps.
13. Meet with MDEQ for annual audits and inspections.
14. Coordinate Utilities public outreach efforts such as Household Hazardous Waste Day and Biosolids Awareness Day.
15. Train new employees in equipment and work operations.

16. Evaluates employee performance in relation to work activities, departmental rules and provisions within the employee's union contract.
17. Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A Bachelors degree in the environmental, chemical, or biological sciences from an accredited institution, or an equivalent combination of experience and education.
- Ability to work independently and outdoors, for extended periods of time, in various weather conditions.
- Mechanical aptitude.
- Knowledge of the principles and practices of chemical and bacteriological testing and laboratory testing equipment.
- Ability to follow established procedures, work well with others, and to communicate clearly, both orally and in writing.
- Experience in industrial monitoring, wastewater analysis, or related industrial laboratory work. State of Michigan class D certification in wastewater treatment operations. Reasonable knowledge of the collection system and its operation.
- Experience in the operation, maintenance, and repair of wastewater samplers, pH recorders, and related equipment.
- Ability to read and interpret sewer plans, building and construction site plans, and land maps utilizing the township and range system of measurement.

**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. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

September 1999  
Format Revised April 2005