

THE DEPARTMENT

The Operations Services Department is responsible for the planning, operation and maintenance of the City's water, sewer, and storm drainage systems. This also includes utility billing functions. The department is also responsible for all park and street maintenance as well as City facilities and fleet maintenance.

THE COMMUNITY

One of Northern California's premier residential and business communities, Pleasanton is well-regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

COMPENSATION & BENEFITS

\$7,023 to \$8,538 per month

**Choice of One of Three
Comprehensive Health Plans**

Dental Plan Coverage

Life Insurance Coverage of \$35,000

11 Paid Holidays

Floating Holidays

Paid Sick Leave

Short Term/Long Term Disability Plan

Annual Vacation beginning with 10 days

PERS Retirement Plan

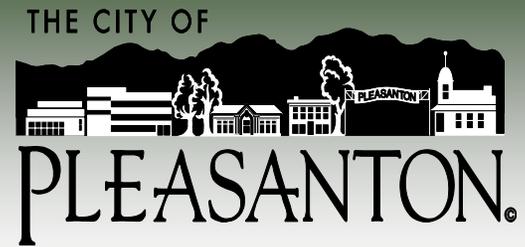
SELECTION PROCESS

The qualifications of each applicant, as set forth in the employment application, will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

TO BE CONSIDERED

If you are interested in this outstanding career opportunity, please consider submitting your application through our online application process at www.cityofpleasantonca.gov. Applications are also available at the **Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566**. Incomplete applications will not be accepted. Deadline for submission of applications is 5:00 p.m. on Friday, May 16, 2014. Postmarks will not be accepted.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications, please contact Human Resources, (925) 931-5048.



Announces...

INTERNAL

EMPLOYMENT

OPPORTUNITY FOR

Environmental Compliance Supervisor (Internal Position)

Full-Time Position

\$7,023 to \$8,538 per month

Filing Deadline

5:00 pm on May 16, 2014

Please apply online at:

www.cityofpleasantonca.gov



THE POSITION

The Environmental Compliance Supervisor supervises and trains staff and assists in the administration of the Environmental Services Division within the Operations Services Department. Performs duties in the areas of budgeting, purchasing, contract administration, short and long term planning, organizing and supervising operations and functions within the NPDES Permit; Fats, Oils, and Grease (FOG); Industrial Inspection; Storm Water Inspections, Environmental Hazmat programs, and the Backflow Protection Program.

Typical Duties :

- Supervises and trains personnel to include preparing work plans and schedules, assigning tasks, evaluating staff performance, ensuring worker safety, enforcing rules and regulations.
- Reviews pertinent written publications, standards and regulations, attends meetings and seminars to assist in developing and maintaining the City's Environmental Compliance Program.
- Reviews development plans of commercial and residential water quality related structures and facilities to ensure each complies with City ordinances and regulations.
- Investigates illicit storm water and water pollution discharge complaints, collects necessary samples, seeks to determine source and violators, documents findings.
- Conducts inspections of commercial and industrial facilities to ensure compliance with water quality discharge requirements; maintains records of inspection results.
- Cites violators of administrative water discharge standards.
- Prepares and makes educational presentations regarding storm water programs.
- Oversees and coordinates the City's Fats, Oils, and Grease (FOG) program.
- Notices and cites violators of the FOG ordinance, and is responsible for inspecting for PS6 polystyrene use violations during business inspections.

- Oversees the City backflow program for testing, repairs, and installation of backflow devices.
- Assists with the preparation, evaluation and monitoring of assigned Section's operating budget and Capital Improvement Program (CIP) projects.

Skill and Ability to:

- Design, develop, coordinate and implement division-specific maintenance programs and schedules.
- Interpret, apply and explain procedures, rules, regulations and laws from the federal, state and local agencies related to storm water, sewer discharge requirements including FOG, Backflow installation and testing requirements and ordinances.
- Evaluate testing results and storm water pollution prevention plans for compliance to applicable codes and regulations.
- Maintain accurate, complete and orderly records and write clear and concise reports and correspondence.
- Communicate clearly and effectively both orally and in writing with the public including public speaking and presentations.
- Establish good working relationships with property owners, business community and others involved in industrial and commercial facility operations.
- Supervise the use of specialized equipment to clean and inspect storm and sewer mains.

License:

- Possession of a valid California Driver's License is required.
- Backflow tester certification is required within one year of hire.

Other Requirements:

- Work in all weather conditions.
- Stand and walk for long periods of time.
- Walk on uneven surfaces.
- Bend, twist, stoop, squat, and crawl to inspect facilities and retrieve samples.

- Hold/manipulate equipment to include testing equipment.
- Grasp devices to include steel bars to lift manhole covers, lift and carry sampling equipment weighing up to 50 lbs.
- Operate a motor vehicle.
- May work in confined spaces.
- Wear required safety equipment.
- Be exposed to dust, dirt, noise, moving traffic and its exhaust fumes, paint, epoxy, asphalt, smoke fumes, herbicides / pesticides, etc.
- Respond to emergency call out when necessary.

THE IDEAL CANDIDATE

Will Possess Knowledge of:

- Principles and techniques used in supervision, training, counseling, and performance evaluations.
- Federal, state and local water pollution regulations.
- Inspection methods, sampling methods, and sample testing procedures.
- Industrial wastes, methods of detection and effects of wastes on the environment; pollutant management practices for commercial and industrial facilities or operations.
- Hazardous materials identification.
- Installation and maintenance of grease interceptors including in building systems for grease removal.
- Installation and operation of backflow devices.

Education and Experience:

Any combination of education and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. A typical way to accomplish this includes:

- Three years of progressively responsible supervisory experience in the field.
- Possession of an Associate of Arts degree in a related curriculum is desirable.

