



Environmental Services Supervisor I-II

General Information

Classification Code:	MGRASO
Effective Date:	5/19/2023
Pay Grade:	C44 – C45
FLSA Status:	Exempt

Position Summary

The Environmental Services Supervisor is responsible for managing operational aspects associated with the Environmental Services Division and the Metropolitan Wastewater Management Commission (MWMC). Pursuant to the area of functional specific responsibility, this position ensures compliance with the City's National Pollutant Discharge Elimination System (NPDES) Stormwater Permit, the City's Total Maximum Daily Load Plan (TMDL), and/or the MWMC's NPDES Wastewater Discharge Permit. This position develops, implements, and evaluates short and long-term programmatic efforts for the Environmental Services Division and the MWMC. Supervises assigned professional, technical, and paraprofessional staff. Sets objectives and is accountable for overall results. Performs related duties of a similar level or nature as assigned

Classification Characteristics

The Environmental Services Supervisor is classified as an Associate Manager position and is a broad, working professional/management level classification responsible for planning and overseeing the operations of a technical, professional and/or specialized function, including the development of medium and long term operational, development, public improvement, or strategic plans consistent with the goals and priorities established at higher levels. Associate Managers are differentiated from Manager/Program Managers in that the higher-level classification assists with the management of multiple divisions, sections, and/or major programs, or managing the administrative operations of a single division.

Environmental Services Supervisor I – This position applies the fundamental concepts, practices, and procedures of a functional specific area. Responsible for managing the full range of positional duties to include oversight of daily activities, operations, and overall program management under the general guidance of the Environmental Services Division (ESD) Director/MWMC Executive Officer. Responsibilities such as negotiating with the Oregon Department of Environmental Quality (DEQ) on NPDES Permitting, coordinating with other regulatory agencies, and communicating with the City Council, the MWMC and other policy bodies on programmatic updates and changes are performed under close or direct oversight and guidance.

After an employee has been employed at the Supervisor I level for a period of at least (2) years, the employee may be advanced to the Supervisor II position subject to the following:

- The employee meets the minimum qualifications for the Supervisor II level.
- The employee is performing the Supervisor II level duties at an acceptable level.

Environmental Services Supervisor II – Employees at this level are distinguished from the Environmental Services I level by assuming the assignment of the full range of positional duties with minimal oversight and guidance from the ESD Director/MWMC Executive Officer. Operates with a high degree of independence, ingenuity, command of the job duties, and routinely makes programmatic changes as needed based on changing regulatory requirements. Positions at this level have appreciable latitude for unreviewed actions and/or decisions including representing the City and/or the MWMC in negotiations with DEQ and other regulatory agencies, communicates on policy and programmatic matters to the City Council, the MWMC and other policy bodies with minimal oversight. *Positions assigned to this classification are flexibly staffed and are normally filled by advancement from the first level. When filled from the outside, they require several years of prior experience in the assigned field.*

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Ensures compliance with environmental and regulatory mandates to include oversight of negotiation, implementation and renewal associated with the City's NPDES Stormwater Discharge Permit and Total Maximum Daily Load (TMDL) Plan, and/or the MWMC's NPDES Wastewater Discharge Permit. Coordinates submittals of required monitoring, regulatory compliance reports and program documents to the Oregon Department of Environmental Quality as required in NPDES Permits and the City's TMDLs.
2	Prepares and delivers presentations to the City Council, Planning Commission and/or the MWMC, and other public officials and policy bodies related to the area of responsibility.
3	Develops, implements, and evaluates strategic program objectives for the Environmental Services Division, DPW and/or the MWMC. Interprets, applies, and ensures alignment with goals, policies, and procedures set by the department, Council or Commission(s).
4	Provides direct supervision to staff; prioritizes, assigns, monitors, and reviews work; conducts performance evaluations; ensures staff follow policies and procedures; makes hiring and termination recommendations and implements discipline.
5	Manages and coordinates resources related to functional specific area. Participates in budget preparation and administration for the City and for the MWMC's regional wastewater program budget; prepares cost estimates for budget recommendations; submits justifications for requests; monitors expenditures and controls.
6	Recommends revisions and adoptions of City Ordinance, Code, policies, manuals, etc., related to area of responsibility. Provides monitoring and inspection support to ensure compliance with applicable codes, regulations, laws, and standards.
7	Develops, negotiates, and manages a variety of contracts and agreements with internal and external partners/agencies, to include writing scopes of work, scoring, and selecting vendors.
8	Represents the City and/or the MWMC in a variety of meetings and public events at the state-wide level. Serves on committees, local and regional partnerships, and/or professional associations such as the Oregon Association of Clean Water Agencies, the Pacific Northwest Clean Water Association and/or other committees for related events. Prepares and presents written and oral reports to the City Council, Planning Commission and/or the MWMC.
9	Prepares and administers grants and award requests; responds to grant opportunities requests.
10	Monitors and reviews Federal and State legislation as related to water quality on behalf of the City and/or the MWMC; provides written and oral feedback as necessary.
11	Performs other duties of a similar nature or level.

Functional Specific Responsibilities

Industrial Pretreatment – Oversees the Industrial Pretreatment Program work section within the Environmental Services Division. Administers and oversees all elements associated with the City's Industrial Pretreatment Program as mandated by the Environmental Protection Agency and regulated by the Oregon Department of Environmental Quality. Responsibilities include issuance and oversight of industrial discharge permits and associated billing within the City. Works closely with the City of Eugene and the MWMC to ensure alignment and consistency within the regional pretreatment program. Directs studies/surveys of new or proposed industrial dischargers and assesses potential impacts to the City and regional wastewater system. Maintains compliance with respect to the NPDES Wastewater Discharge Permit and ensures City Municipal Code and local discharge limits are updated as required.

Regional Wastewater Policy and Planning – Oversees the Regional Wastewater Planning and Policy Support work section within the Environmental Services Division. This position supports the mission of the MWMC by leading the coordination of planning, policy, program development and project implementation activities for the MWMC and the regional wastewater program. This position is responsible for tracking regulatory issues in development/implementation, evaluating potential impacts to the MWMC, and developing recommendations for positioning the MWMC for future compliance and cost-effective responses. Oversees implementation, facilitation and renewal of the NPDES Wastewater Discharge Permit that is jointly issued to the MWMC, the City of Eugene, and the City of Springfield. This functional area is responsible for ensuring that required NPDES Wastewater submittals, including annual reports and monitoring submittals, are submitted timely to the Oregon Department of Environmental Quality in partnership with City of Eugene wastewater program staff.

Functional Specific Responsibilities

Stormwater/Water Resources – Oversees the Water Resources work section and associated stormwater programs within the Environmental Services Division. This position is responsible for the oversight and implementation of the City's NPDES Stormwater Permit, Stormwater Management Plan, and Total Maximum Daily Load (TMDL) Implementation plan. This functional area is responsible for ensuring that required NPDES Stormwater permit and TMDL submittals, including annual reports, program documents and monitoring data, are submitted timely to the Oregon Department of Environmental Quality. Coordinates with other City departments such as Fire, Police, Library, etc. and other divisions within the Development and Public Works Department as they relate to water quality and environmental pollution to ensure successful implementation of stormwater regulatory requirements.

Qualifications

Minimum Qualifications:

- **Environmental Services Supervisor I (C44):** Associates Degree or two-year technical certificate in a related field and 3-5 years of related experience or an equivalent combination of education and experience.
- **Environmental Services Supervisor II (C45):** Bachelor's Degree in a related field and 3-5 years of related experience or an equivalent combination of education and experience.
- Minimum of 1-2 years supervisory experience is required.

Licensing/Certifications:

- A valid Oregon driver's license at time of appointment.

Technology Skills:

- Cloud-based data access and sharing software — Microsoft SharePoint
- Data base user interface and query software — Database software; Microsoft Access
- Document management software — Adobe Systems Adobe Acrobat
- Electronic mail software — Microsoft Outlook
- Geographic Information System (GIS) — ESRI ArcGIS software
- Office suite software — Microsoft Office
- Presentation software — Microsoft PowerPoint
- Project management software — Microsoft Project
- Spreadsheet software — Microsoft Excel
- Word processing software — Microsoft Word

Knowledge Required:

- Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills:

- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.

Qualifications

- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Instructing — Teaching others how to do something.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Mathematics — Using mathematics to solve problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Operations Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Science — Using scientific rules and methods to solve problems.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — Talking to others to convey information effectively.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)
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Physical Requirements											
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing		X				0-10 lbs.					X
Sitting				X		11-20 lbs.		X			
Walking – Even Surface			X			21-50 lbs.		X			
Walking – Uneven Surface		X				51-75 lbs.	X				
Kneeling	X					76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors			X		
Twisting		X				Outdoors			X		
Crawling	X					Dust		X			
Squatting/Crouching	X					Fumes/Odors/Gasses		X			
Balancing		X				Chemical Agents		X			
Reach – Overhead		X				Biological Agents	X				
Reach – Forward		X				Noise – Low			X		
Reach – Backward		X				Noise – Moderate		X			
Climbing – stairs			X			Noise – High	X				
Climbing - ladder	X					Low Light	X				
USE OF HANDS						Heat		X			
Grasping – whole hand		X				Cold		X			
Grasping – pinch grip	X					Restricted workspace	X				
Fine manipulation/feeling			X			Vibration – whole body	X				
Keyboarding					X	Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.				X		Driving – vehicle/equipment			X		
11-20 lbs.			X			Operate foot controls	X				
21-50 lbs.		X				Seeing					X
51-75 lbs.	X					Talking					X
76-100 lbs.	X					Hearing					X
						Extended work hours			X		

Classification History

2012.01 – Created
2015.10 – Revisions by HR
2016.04 – Revisions by HR
2023.05 – Reformatted and revisions by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____