

ENVIRONMENTAL COMPLIANCE OFFICER

Position Code: 2075

WC Code: 7580

FLSA Status: Non-Exempt

Pay Grade: 348 (\$34,251 - \$53,567)

Location: Public Services

Approval Date: 2010

General Statement of Duties

Responsible for monitoring and regulating the industries that discharge into the sanitary sewer system and protect the publicly owned treatment works.

Duties and Responsibilities

Monitors, inspects and samples industrial sites for compliance

Compiles, maintains, evaluates and analyzes data

Evaluates for compliance and writes Notices of Violation

Calculates monthly surcharges and monitors for any payments due to the Town of Mooresville

Writes and modifies permits

Calculates surcharges; writes enforcement letters and assists with policy

Evaluates and samples sanitary sewer overflows

Assists in the compilation of the PAR (Pretreatment Annual Report)

Performs other duties as requested

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Knowledge of applicable Federal, State and local laws and regulations

Knowledge of current environmental best management practices and compliance techniques/technologies

Knowledge of operations, services and activities of the wastewater treatment plant

Knowledge of mathematical calculations

Knowledge of principles of business letter writing, report preparation, technical research and analysis.

Knowledge of modern office procedures, methods and computer equipment.

Ability to establish, maintain, and implement environmental compliance and pollution programs

Ability to negotiate and manage complex planning projects with consultants and developers

Ability to prepare and conduct presentations, prepare clear and concise reports, organize and correlate statistical data and work independently in the absence of supervision

Ability to communicate clearly and concisely, both orally and in writing

Ability to maintain composure in emergency and non-emergency situations and exercise sound judgment and decision making

Ability to read and understand diagrams and plans.

Ability to observe physical and environmental surrounds with attention to detail

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Physical Requirements

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common, physical characteristics and abilities such as mobility and dexterity.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions.

Minimum Education & Experience

An Associate's Degree from an accredited community college and three to five years of directly related experience; or an equivalent combination of education and experience.

Special Requirement

Biological Wastewater Certifications

Possession of a valid North Carolina Driver's License