

## ENVIRONMENTAL COMPLIANCE PROGRAM ADMINISTRATOR

### DEFINITION

Supervises, plans, develops, and provides advice regarding environmental compliance programs and/or other special projects; modifies policies, procedures, and operating guidelines; and develops and implements environmental compliance plans.

### TYPICAL DUTIES

Advises on and supervises work relating to environmental programs such as air and water compliance, above ground and underground storage tanks, spill prevention and control, hazardous waste and materials management, solid waste recycling, medical waste management, indoor air quality, integrated pest management, employee training and disaster preparedness. Modifies policies, procedures, and operating guidelines to comply with frequent changes to applicable laws and regulations. Evaluates and secures compliance with environmental laws and programs through permitting, self-assessments, audits, inspections, investigations, and enforcement and corrective action activities. Develops and implements environmental compliance plans for air quality, storm water, wastewater treatment, hazardous waste management, pollution prevention, and solid waste management. Obtains and provides oversight for all contracts related to environmental programs. Provides environmental compliance technical advice and assistance to schools and offices. Determines when environmental permits are required and prepares applications and secures funding. Performs liaison functions with regulatory agencies and District sites. Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental Compliance Program Administrator supervises activities related to environmental compliance and/or special projects, evaluates and secures compliance with environmental laws and programs, and modifies policies and procedures to conform with applicable laws and regulations.

An Environmental Health Manager, Environmental Programs directs and oversees the planning, development and implementation of environmental programs related to environmental compliance, CEQA, and site assessment.

An Environmental Safety Officer implements programs for accident prevention; conducts site safety and compliance audits; makes recommendations for compliance with regulations pertaining to occupational safety, environmental health, environmental compliance, and fire prevention; and works with District employees to implement accident prevention measures and compliance programs.

### SUPERVISION

General supervision is received from an Environmental Health Manager, Environmental Programs. General supervision is exercised over Environmental Safety Officers and Environmental Health Specialists.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles, practices, and techniques of environmental planning and protection  
Hazardous waste and/or material handling, storage, labeling, and disposal requirements of various federal, State, and local agencies  
Water pollution prevention requirements of various federal, State, and local agencies  
Air pollution prevention requirements of various federal, State, and local agencies  
Municipal solid waste management requirements of various federal, State, and local agencies  
Oil and hazardous substance contingency planning concepts and oil pollution prevention requirements of various federal, State, and local agencies  
Underground and aboveground tank program requirements of various, federal, State, and local agencies

### Ability to:

Demonstrate advanced technical skill and experience with environmental principles and applications  
Prepare completed staff work, make persuasive arguments, and reconcile differing interests into consensus  
Speak effectively in public  
Interpret governmental regulations and define their applicability to operations and assets, develop comprehensive programs necessary for implementation and direct actions required to achieve compliance  
Demonstrate strong leadership skills/experience which enable the effective implementation of operational programs

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in biology, chemistry, environmental science, engineering, physics, or a related natural or physical science.

### Experience:

Three years of supervisory experience in environmental compliance programs regarding hazardous waste management, solid waste management, air or water compliance, aboveground and underground storage tanks, or auditing of environmental health and safety programs.

### Special:

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised and Title Changed  
From Environmental Compliance Manager  
12-12-12  
PJO