



CLASSIFICATION NO. 745  
Established: 12/14  
Revised: 1/18  
Revised & Retitled: 8/24  
FLSA: Exempt  
EEO: 3

## **ENVIRONMENTAL SERVICES SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under general direction, to lead the development and implementation of the environmental monitoring, industrial wastewater, resource recovery, and watershed protection programs; to supervise, coordinate, and monitor the Environmental Services programs and staff; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

Clackamas Water Environmental Services (WES) produces clean water, protects water quality, and recovers renewable resources via the provision of wastewater services, stormwater management, and environmental education. Through the management of various resource recovery facilities, pumping stations, and compliance initiatives throughout the district, WES protects public health and supports the vitality of the communities serviced, the natural environment, and economy.

The Environmental Services Supervisor is responsible for supervising, coordinating, and monitoring the Environmental Services programs and staff assigned to these programs. The incumbent provides technical and administrative oversight by scheduling, coordinating, monitoring, and evaluating operations for effectiveness, efficiency and compliance with WES policies, rules, and federal and state regulations. The Environmental Services Supervisor also supervises the activities of staff by participating in work planning, training, problem solving, scheduling, budgeting, and personnel issues.

The Environmental Services Supervisor differs from the Environmental Program Coordinator, which is responsible for coordinating County-wide environmental utilization programs, but does not supervise employees. It differs from the WES Technical Division Manager which has full managerial responsibility for an assigned division.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Supervises the work of regular and temporary employees; provides daily work direction; plans, schedules, assigns and reviews work; approves absences and overtime; trains and provides technical assistance to staff; analyzes and resolves work problems; conducts performance evaluations, disciplinary action, and responds to grievances; makes recommendations on personnel actions, such as hiring; facilitates participation and training of team members in work activities.

2. Plans, schedules, coordinates and supervises the activities of the Environmental Services programs; assists in the development of program goals and objectives; monitors and evaluates operations related to established goals and objectives, and for effectiveness, efficiency and compliance with WES policies, rules, and state and federal regulations; recommends and implements changes; prepares various reports on operations and activities; coordinates, plans, develops, implements, and monitors operational program performance management plans and metrics as part of the operations management team.
3. Maintains and oversees regulatory permitting program and the monitoring of compliance; coordinates and responds to audits; directs staff activities to ensure equitable regulation and enforcement of discharges to the public storm and sanitary system; assists in the review of state and federal regulations, internal permitting and policy development; and communication of updates to ensure compliance with water quality parameters
4. Develops and recommends annual work plan and budget; monitors and controls revenue and expenditures; prepares and administers program contracts for services; assists in the preparation of requests for proposals, negotiating terms and conditions, and the selection of consultants and contractors; serves as a liaison to consultants, contractors, and vendors; oversees and coordinates special projects and contracted services; coordinates operations with other teams and personnel within and outside the department.
5. Oversees and maintains program records, regulatory compliance reports, permitting documentation, manuals, management plans and other resource materials; performs regular audits on issued permits and regulatory reports to ensure compliance.
6. Provides public and customer service support to County operations and other municipalities; responds to complaints and inquiries; conducts facility tours and public information meetings regarding treatment processes, pollutants and environmental safety, and compliance; answers technical questions and explains wastewater operations and maintenance systems; represents WES and participates in meetings, committees, activities, and associations; collaborates with state and local government and other water treatment agencies in the development of local policies and initiatives directed at pollution control.
7. Provides oversight in the investigating of unusual discharges in plant and collection systems; assist with administrative hearings and related enforcement activities and confers with business employees, industry executives, and owners to determine the cause of violations of federal, state, and local regulations; may be called upon to serve as an expert witness in a court of law.
8. Ensures compliance with safety procedures and regulations; plans and implements safety and technical training programs; participates in the development of written procedures for source control and technical services activities; reviews safety concerns and suggestions and recommends solutions.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Basic principles and practices of personnel management, supervision, and budgeting; procurement and contract administration; federal, state, and county regulations associated with the Clean Water act and related programs; interpreting and applying laws and regulations related to wastewater, pretreatment and/or environmental quality and protection; occupational hazards and safety precautions at a wastewater treatment facility; computer

software applications; English grammar, spelling and punctuation; principles and concepts of work teams; public and customer service techniques.

Skill to: Supervise and direct staff in continuous efforts to improve quality, productivity and effectiveness; recommend appropriate corrective action; train and direct the work of personnel in field operations and safety; incorporate team participation in decision making; establish and maintain effective working relationships with the public, contractors, government agencies and other County employees; coordinate public information activities; communicate effectively, both orally and in writing; communicating effectively to diverse internal and external stakeholders and ability to work collectively to promote an equitable workplace environment.

### **WORKING CONDITIONS**

The incumbent may be exposed to bacteria, viruses and toxins in wastewater. Some duties involve exposure to adverse weather conditions and hazardous locations, such as streets, live sewers, confined underground areas, and on elevated platforms.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.