



## CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

### Environmental Programs Coordinator

#### **DEFINITION**

Under direction of the Public Works Director/City Engineer, supervises, administers and manages the environmental programs and capital improvement projects, including, but not limited to Clean Water Act (NPDES), Solid Waste and Recycling, and AQMD compliance; prepare staff reports; prepare grant applications for environmental and capital projects; and provide professional direction to City staff and contractors on environmental best practices.

#### **DISTINGUISHING CHARACTERISTICS**

This position is responsible for overseeing and managing the sampling, monitoring, and reporting programs for the City's stormwater and water quality programs, solid waste and household hazardous waste programs, waste minimization and source control programs, and organic recycling programs. Candidate will work independently and serve as the City's representative to Federal, State and local regulatory agencies, environmental consultants, and engineering and construction contractors. Additional responsibilities include developing, preparing and coordinating grant funded, and other complex waste management and resource recovery projects; assessment of environmental related policy issues; interpretation of Federal, State and local regulations; and consultations with District Directors and Supervisors. Staff will be on call and may need to respond during heavy storms and other emergencies.

#### **ESSENTIAL DUTIES**

The essential duties of this classification include, but are not limited to, the following:

##### **Stormwater/NPDES Program:**

- Ensure that the City's National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit requirements are complied with, including total maximum daily load (TMDL) implementation, water pollution-prevention programs and stormwater ordinance enforcement.
- Coordinate the City's NPDES program and serve as a main liaison with the San Diego Regional Water Quality Control Board and the County of Orange, attending various countywide meetings.

- Manage and coordinate the NPDES code enforcement activities. Partner with the City's code enforcement officer to bring NPDES issues into compliance.
- Represent the City at various regulatory compliance meetings such as, but not limited to the following: NPDES General Permittee, San Juan Creek Watershed, South Orange County Watershed Management Area Management Committee, South Orange County Watershed Management Area Executive Committee, Local Implementation Plan/Program Effectiveness Assessment Sub-Committee, NPDES Legal/Regulatory Advisory Sub-Committee, Trash and Debris Task Force, Public Education Sub-Committee, NPDES Technical Advisory Committee , NPDES Inspection Sub-Committee, San Diego Regional Board..
- Obtain proper and pertinent training by attending countywide training. Trainings include, but are not limited to the following: Pre-wet Season Construction Site BMP Inspection Training, Stormwater Program Manager Training, Illegal Discharge and Illicit Connection Training, Plan Check Training, Commercial/Industrial/Municipal Inspector Training, and Post-Construction Inspection Training.
- Review and approve submittals of Water Quality Management Plans (WQMPs), Non-Priority Water Quality Management Plans, Erosion and Sediment Control Plans and Water Pollution Control Plans (WPCPs) for Rancho Santa Margarita and private development projects.
- Respond to emergency spills and properly document the incidents, including illicit connections and illegal discharges. Communicate with appropriate parties to mitigate incidences and maintain tracking system of all complaints, investigations and correspondence.
- Have knowledge of, train and update City staff regarding new technologies, changing mandates, regulations, and NPDES items.
- Manage and maintain NPDES budget.
- Manage mobile business registration and inspection as needed.
- Review/plan check project plans, specifications and other documents for compliance with stormwater regulations.
- Conduct routine water quality inspections for commercial, industrial, municipal and construction sites. Routine inspections also include following up and working with

code enforcement to do follow up inspections for facilities referred to by Orange County Health Care Agency, and Orange County Pollution Prevention Hotline.

- Manage and update stormwater inventories to track NPDES activities. Inventory includes tracking of municipal facilities, commercial facilities, industrial facilities, mobile businesses, homeowners associations, development projects, and construction sites.
- Conduct follow-up annual inspections of MS4 outfalls in the City, as needed.
- Oversee maintenance of catch basins, stenciling of catch basins, and drainage maintenance.
- Annually distribute and review NPDES Activity Reports from Homeowner Associations in the City.
- Manage database and tracking of annual maintenance verification of post-construction BMP's installed.
- Apply for applicable grant funding opportunities (i.e. OCTA OC Go Tier 1 Grants).
- Prepare an annual report in accordance with government regulations. Report on the City's NPDES elements which include but are not limited to: legal authority, illicit discharge detection and elimination program, development planning program, construction management program, existing development and management program, public education and participation program, and fiscal analysis.
- Collaborate and confer with developers, contractors and engineers on water quality issues related to grading plans and encroachment permits.
- Attend events and conduct public education for stormwater pollution prevention.
- Act as liaison with various environmentally related resource agencies as it relates to public and private projects within the City.
- Have knowledge of NPDES legislation and recommended implementation of program elements as necessary and required to be in compliance with NPDES regulations.

Solid Waste Program:

- Assist the Public Works Director in the general oversight and reporting of the City's solid waste program, solid waste haulers, and various sub-programs. General tasks will include:
  - Annual Report Data Compilation: Employee shall develop and maintain a database that illustrates the City's relevant waste generation data (including creating new tracking and reporting mechanisms as needed for SB 1383 compliance). This information will be updated and reviewed on a monthly basis. Tracked data will be used to prepare and submit the City's Annual Report to the State of California.
    - Compile and report data including, but not limited to: Disposal and diversion rates of solid waste, composting and mulching, procurement, business waste, source reduction program, materials exchange, food donations by edible food generators, food donations collected by edible food recovery organizations, residential curbside pick-up, residential drop-off program, residential buy-back program, commercial on-site and off-site pick-up, commercial self-haul, school collection services, special collection events, organic waste collection, greenwaste collection, food composting, white goods, scrap metals, wood waste, concrete/asphalt/rubber material, electronic waste, economic incentives, ordinances and education programs.
  - Represent the City for solid waste program audits with California Department of Resources Recycling and Recovery (CalRecycle). Program audits shall include conference calls and site visits.
  - Review Franchise Waste Hauler's Annual Rate Increase and Agreement. Upon evaluating the request, a recommendations memorandum shall be prepared for circulation.
  - Review Franchise Waste Hauler's agreement to ensure that the City is receiving the services that comply with the terms of the agreement.
    - Franchise agreement items that will be monitored include, but are not limited to the following: franchise fee payment, outreach fee, administrative fee, bulky waste pick-up program, electronic waste, recycling, residential and commercial recycling collection, multifamily recycling, roll-off service, green waste collection, holiday tree collection, events, universal waste collection, household sharps

collection, food waste collection, diversion requirements, route review audits, waste evaluation results, vehicle cleaning and maintenance, replacement of carts and containers, litter abatement, spill clean-up, transportation, transportation and disposal of refuse, customer billing, complaint documentation, education and public awareness, compost give-a-ways, rate adjustments, grants, records, reports, and monthly/quarterly/annual reports.

- Coordinate electronic waste and document shredding events.
- Knowledgeable of solid waste legislation and recommend implementation of program elements as necessary and required to be in compliance with solid waste regulations including, but not limited to SB 1383, AB 1826, AB 1594, AB 341, AB 827 and AB 939.
- Work with the County of Orange to implement and administer the City's Used Oil Recycling Program.
- Assist in administering and updating the City's Temporary Waste Hauler Permit Program. Review and approve temporary hauler permit applications and evaluate permitted haulers for compliance.
- Provide program oversite at the City's certified Construction and Demolition (C&D) Recycling Facilities. Review quarterly reports submitted by each facility and monitor overall facility compliance. Track diversion and disposal tonnages from reports submitted.
- Administer the City's Municipal Sharps and Battery Collection Program located at City Hall. This position is responsible for ensuring sharps containers are stocked and distributed to RSM residents and battery collection containers are regularly serviced by the franchised waste hauler.
- Administer the City's Beverage Container Recycling Grant Program and SB1383 Local Assistance Grant Program, ensuring that the City is utilizing funds in an efficient and effective manner as well as remaining in compliance with grant guidelines.
- Prepare and submit an annual 303 Hazardous Waste Collection Information form to CalRecycle.
- Prepare and submit annual Hazardous Waste ID Number Verification and Manifest Fees Assessment to the Department of Toxic Substances Control.

- Prepare and submit annual Hazardous Material Disclosure Annual Certification to the Orange County Health Care Agency.
- Represent the City at South County Recycling Coordinators meeting, as well as the County of Orange's Recycling Coordinators meetings.
- Enhance the City's Residential and Commercial Recycling Programs throughout the City. Incorporate public outreach activities to regular workload.

**Additional Duties:**

- Potential to serve as project manager on assigned projects; coordinate the preparation of engineering plans and specifications; coordinate required advertising; review construction bids; make recommendations regarding the selection of consultants; perform field reviews; recommend approval of contract change orders; supervise project inspectors.
- Manage Federal and State grants for environmental programs and capital improvement projects.
- Manage compliance with environmental laws and regulations, including the City's Local Implementation Plan.
- Participate in budget preparation; prepare cost estimates; submit justification for budget items; monitor and track program expenditures.
- Interpret plans in the field; provide direction to inspectors and developers.
- Determine applicable codes, regulations and requirements for assigned projects.
- Respond to public or other inquiries related to environmental regulations and best management practices; evaluate issues and options regarding municipal Public Works and make recommendations.
- Prepare staff reports to City Council when necessary.
- Provide professional direction to City staff and contractors.
- Coordinate with Community Development staff regarding environmental issues involving public and private property development and usage.
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Shall be knowledgeable and utilize relevant guidelines, documents, legal notices, and any other additional reference material as appropriate. Shall be responsible for ensuring the most recent version of all relevant documents and reference materials are used, including any addenda and

errata. Such reference material may include, but is not limited to, the following:

- California Environmental Quality Act (CEQA) Determination
- Environmental Protection Act (EPA)
- Regulatory Permits
- California Regional Water Quality Control Board Requirements – San Diego Regional Water Quality Control Board and County of Orange.
- California Department of Resources Recycling and Recovery (CalRecycle) Requirements
- Applicable City of Rancho Santa Margarita Codes and Manuals
- Construction Best Management Practices (BMP's)
- Microsoft Office for development of reports and technical memorandums, as requested.
- Federal, State, and local policies, laws, and regulations affecting public works and environmental activities.
- Terminology, methods, practices, and techniques used in managing capital improvement projects.
- Contract service planning, bidding, negotiation, administration, and performance evaluation.
- Thorough knowledge of public works principles, practices, and methods as applicable to a municipal setting.
- Modern office methods, procedures, and computer equipment.

**Ability to:**

- Communicate effectively, both orally and in writing, with City staff, consultants, other government agency representatives, City officials, and the general public.
- Develop, review, and modify various technical plans, designs, and specifications.
- Manage capital improvement projects.
- Ensure compliance with appropriate Federal, State, and local laws, codes and regulations.
- Work independently and work collaboratively with Public Works and other City departments.
- Receive general guidance and direction from Public Works Director.
- Exercise general supervision over Public Works staff as needed or as assigned.

**Licenses and Certifications:**

Possession of a valid California Driver's License and an acceptable driving record.

**Training and Experience:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

At least three years of professional experience as a management analyst and/or managing environmental programs.

Graduation from an accredited four-year college or university with a degree in business administration, civil or environmental engineering, environmental science or a related field is highly desirable.

**Desirable, but not required:** Familiarity with California laws dealing with solid waste issues. National and State certifications in environmental health, water quality, engineering or related fields and certifications offered by professional organizations, i.e., the California Stormwater Quality Association (CASQA), Solid Waste Association of America (SWANA), California Environmental Health Association (CEHA), etc.).

**Physical Elements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. The individual in this classification will primarily work indoors and occasionally work outdoors. While indoors the individual must possess mobility to work in a standard office setting and use standard office equipment. While outdoors the individual will inspect City sites, including traversing uneven terrain, climbing ladders, stairs; operating a motor vehicle; visiting various City and meeting sites; and working alongside maintenance crews. Standing for long periods of time and walking between work areas and to conduct inspections is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee is regularly required to communicate effectively, verbally and in a written manner; observe and interpret data, and analyze and solve problems. (depending on position). The employee may have to move up to 50 lbs. and transport up to 10 lbs. objects frequently (depending on position). Vision abilities required by this job include the ability to detect, determine, perceive, identify, estimate, and assess work related objects and/or work products based on position specific designated tasks. Hear in the normal

audio range with or without correction. The employee may be required to work outside standard business hours to complete assignments. Must be able to work a flexible schedule. Use of personal vehicle during employment may also be required.

### **Environmental Elements:**

The employee must be able to work in an office environment and occasionally outdoors in field environments. The office setting will have moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may be required to travel to other locations to attend meetings or set up for off-site events. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures. Employees working in the field may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, construction equipment, and mechanical and/or electrical hazards.

### **Working Conditions:**

Work schedule may include occasional irregular hours. The work schedule will include the need for irregular after hours work as part of the normal job duties, including 24x7 availability for response to emergencies.

### **Tools and Equipment:**

Personal computer, including word processing, spreadsheet, electronic calendar, power point software programs; telephone, fax, copier, postage machine and other modern office equipment as necessary. Engineering field equipment including but not limited to camera, video camera, tape measures, pavement marking tools, handheld speed sensors and vehicle/pedestrian counters.

### **SELECTION GUIDELINES**

All selection guidelines for this position are subject to City Council determination, and may include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*Note: All employees of the City of Rancho Santa Margarita are designated to be “Disaster Service Workers.” In the event of a declared emergency or any undeclared emergency or natural disaster, that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee’s normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)*

**FLSA Status:** **Non-Exempt**

**At Will Status:** **Employment can be terminated with or without cause or notice at any time by either City or employee.**

**City Council Adoption Date:** **June 8, 2022**