



210 Perry Highway
Pittsburgh, Pennsylvania 15229

Administrative
(412) 931-3292

Customer Service
(412) 931-3500
(412) 364-1257

Customer Information
www.westviewwater.org

Position Description

Job Title: Environmental Compliance Coordinator
Department: West View Water Treatment Plants
Supervisor: Production/Plant Manager

Job Summary

This position reports to the Production/Plant Manager. The Environmental Compliance Coordinator works with Operations, Distribution and Service departments to help ensure compliance with applicable environmental laws, rules, policies and procedures and is responsible for support of production operations ensuring operational and safety goals for the organization are achieved. Production operations involves the efficient delivery of the specified quantity and quality of water to the distribution system while maintaining compliance with all regulatory requirements.

Specific Duties and Responsibilities:

1. Responsible for Public Notification as required by PADEP.
2. Responsible for developing required environmental plans (Spill Prevention, Control and Countermeasures, Waste Management, Best Management Practices, Storm Water Pollution Prevention, etc.).
3. Plans and conducts compliance audits of all departments to ensure that legal and other environmental requirements are met.
4. Obtains environmental data, develops and conducts required calculations, prepares and submits all permit applications and prepares timely reports for submittal to regulatory agencies.
5. Leads testing activities, coordinating closely with the Operations department.
6. Works directly with production management to develop new and updated sampling plans as outlined by specific state and federal regulations.
7. Oversee the records library for both water treatment facilities, ensuring all records are retained as required by regulation.
8. Creates environmental training content and conducts training for operations staff.
9. Establishes and promotes a culture of safety within the organization. Ensures that all required safety procedures are communicated to, and understood by, the team.
10. Provides quality customer service and submits high quality deliverables for both internal/external customers on-time.
11. Works with other departments to continuously improve operational efficiency.
12. Perform additional duties as assigned by the Production/Plant Manager.

Qualifications and Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree (B.S.) in Environmental Science or related field from an accredited college or university or equivalent; and/or certificate from a technical school; five to seven years' work experience and/or training; or equivalent combination of education and experience in the Environmental Compliance Industry.

- Strong planning and organizational skills.
- Knowledge of environmental regulations related to public water supply, clean water, waste and air programs, as well as others that apply to the activities of the authority.

Communication Skills

Ability to read, analyze, and interpret environmental regulations professional journals, technical procedures, and regulatory permits. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. The Ability to correspond with all local, state and federal agencies on matters associated with the authority's environmental compliance.

Time Management and Organizational Skills

These are necessary to complete work on a priority basis to meet deadlines.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportion percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Decision Making and Reasoning Ability

These skills are essential whenever one needs to make an appropriate decision taking into account the cost, quality, and delivery of the product. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be available On-Call, 24 hours/7 days per week for response to various emergencies such as compliance and production issues, etc.
- Employee frequently works in outside weather conditions.
- Employee must occasionally lift and/or move up to 50 pounds.
- The noise level in the work environment is usually moderate.
- Must be able to swim, climb tanks and/or reservoirs, descend into pits and intake structures, and operate fork lifts, boats, and cranes.
- Must maintain Pennsylvania driver's license.
- Attend meetings after normal business hours.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the incumbents of the job. Incumbents may be required to perform job related tasks other than those specifically presented in this description.