

MAJOR FUNCTION

This is technical and professional work performing assignments related to the City's environmental permitting and regulatory activities and the water quality enhancement program. Duties include the gathering of data, performing technical computations and aiding in the preparation of regulatory reports and assessments. The duties also involve the receiving of moderately complex technical assignments. The work requires performance of field checks and assistance in studies involved with other departments as related to utility needs and environmental requirements. Work is performed under the general supervision of the Environmental Services Administrator or manager of the program to which the position is assigned and the work is evaluated through written reports, conferences, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties (applicable to all positions, as appropriate, unless designated otherwise below)

Electric Department: Receives and reviews chemical and physical data from both utility laboratories and outside laboratories for trends and exceedences and compliance with specific Industrial Wastewater and National Pollution Discharge Elimination System (NPDES) Permit requirements. Investigates potential problems with data or operations and reports findings to the Environmental Services Administrator. Assists in resolution of the identified problems. Reviews and updates current analytical methods using the most recent editions of Standard Methods and Environmental Protection Agency (EPA) Methods Manual. Reviews the Federal Register and Florida Administrative Weekly for environmental rules and regulations that have either a direct or indirect effect upon the Electric Department and reports findings to the Environmental Services Administrator. Compiles information from yearly generation summary for Annual Air Operating Report. Coordinates Particulate Emissions Tests for five oil/gas fired units. Develops and maintains Laboratory Procedure Manuals for respective power plants. Rotates duties with other Environmental Specialist to provide consultation to the Transmission and Distribution Division with regards to the ongoing Polychlorinated Biphenyls (PCB) Compliance Program and functions as the expert for both the Production and Transmission and Distribution Divisions relative to the ongoing asbestos abatement program. Performs related work as required.

Stormwater Management: Responsible for the completion of assignments related to water quality enhancement, stormwater runoff control and watershed management. Performs tasks related to the City's Stormwater Pollution Reduction Program, and the Total Maximum Daily Load regulations. Reviews stormwater and ambient monitoring data for trends and exceedences of state water quality standards. Performs assessments of water quality data, evaluating adverse effects of development on water resources and infrastructure, assists with the planning and design of stormwater quality treatment facilities, and implementation of best management practices. Performs technical computations, aids in the write-up of assessments and other analytical reports. Interacts with other agencies involved with stormwater quality enhancement and permitting. Prepares Geographic Information System (GIS) based maps, graphs, tables, charts and other illustrations for water quality assessment reports. Evaluates spatial information as it relates to water quality problems and potential solutions. Performs related work as required.

Environmental Policy and Energy Resources: Reviews and compiles data and operational information for development and submittal of required air, water, and solid and hazardous waste compliance reports and plans to the applicable regulatory agency for City utilities and other departments as required. Assists with development and preparation of environmental permit applications and the environmental aspects of new utility projects. Reviews chemical and physical operational and testing data and analytical reports, and analyzes for trends, exceedences and compliance with environmental permits and applicable rule requirements. Investigates potential

problems with data or operations, and makes recommendations to the Environmental Services Administrator. Reviews the Federal Register, Florida Administrative Weekly, and other regulatory publications for environmental rules and regulations that have either a direct or indirect effect upon the utilities or other City departments and facilities. Attends and develops comments on agency rule development workshops and proceedings. Performs technical computations and aids in the write-up of assessments and other analytical reports. Performs site visits and environmental compliance inspections. Coordinates air compliance emissions testing and other testing for the Electric Department power plants, Water Department, and other City departments as requested. Assists with the assessment and remediation of subsurface contamination, and preparation and submittal of grant applications. Performs related work as required.

Underground Utility Water Quality: Reviews inspections reports and compiles information in compliance with the City of Tallahassee and Leon County Aquifer Wellhead Protection Code. Conducts compliance inspections and audits on facilities as needed, and provides assistance to facilities related to environmental compliance. Provides inspection and reporting for the Small Quantity Generator inspection program, National Pollutant Elimination Systems Program and conducts illicit discharge investigations. Performs site reviews and demolition permit reviews in accordance with aquifer protection ordinance. Reviews chemical and physical operational and testing data and analytical reports and analyzes for trends, exceedences and compliance with environmental permits and applicable rule requirements. Performs chemical hygiene duties for division as required. Performs related work as required.

Other Important Duties

Develops project budgetary requirements for programs such as dredge and fill construction permits for various environmental activities and above ground tanks. Monitors project expenditures. Assists in the preparation of grant applications for stormwater management and water quality enhancement projects. Prepares slide shows and graphics for public workshops and presentations. Reviews and evaluates watershed assessment and pollutant load reduction reports prepared by other parties and organizations. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of chemistry, laboratory test procedures, water treatment and boiler chemistry. Some knowledge of statistics, with knowledge of least squares and normal distribution functions. Knowledge of environmental rules and regulations and their application to the electric utility. Knowledge relative to the environment, water pollution control, and principles of urban hydrology. Ability to recognize trends and troubleshoot when necessary. Ability to understand and follow complex oral and written instructions. Ability to analyze field data. Ability to maintain records and statistical reports. Ability to communicate effectively, both orally and in writing. Skills in laboratory sampling procedures and use of laboratory equipment. Skill in the use of microcomputers and the programs and applications necessary for successful job performance such as Access, Excel, AutoCAD and Arcview or the equivalent.

Minimum Training and Experience (applicable to all positions, as designated below)

Electric Department: Possession of a bachelor's degree in chemistry, environmental science or a related field, with chemistry emphasized and two years of professional experience that includes environmental work with an electric utility or related industry; or an equivalent combination of training and experience.

Stormwater Management and Underground Utility Water Quality: Possession of a bachelor's degree in biological, chemical, physical, or environmental science, engineering or a related field and two years of professional experience that includes environmental work associated with water management or an equivalent combination of training and experience.

Environmental Policy and Energy Resources (Environmental Regulatory Compliance): Possession of a bachelor's degree in biological, chemical, physical, or environmental science; urban planning; sustainability or environmental planning; engineering; public administration or a related field and two years of professional environmental experience that includes policy and program development, program evaluation, or environmental work with emphasis on metrics for environmental, sustainability or energy programs; or an equivalent combination of training and experience.

Necessary Special Requirements

For positions assigned to the electric power plants, applicants must be medically certified to wear a respirator and successfully pass a respirator fit test prior to employment.

An employee assigned to the Purdom Power Plant, or who may be occasionally required to have unescorted access to the Port Facility portion of the Purdom Power Plant, (as determined by the General Manager - Electric and/or the Director of such employee's department), must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment.

Positions assigned to Underground Utility Water Quality must successfully complete a 40-hour hazardous materials training (HAZWOPER) within 6 months of employment.

Department director may require possession of a valid Class E State driver's license at the time of appointment.

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