

**MAJOR FUNCTION**

This is advanced technical and professional work in the development, implementation, monitoring, and documentation of a comprehensive regulatory environmental and/or security compliance program designed to meet local, state, and federal requirements for the City's operations and/or generating facilities. Work involves coordination of inspection, reporting, education and remediation activities. Personal initiative, technical judgment, discretion, and technical skills are required for successful job performance. Work is performed under general administrative supervision and is evaluated through observations, conferences, reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Develops a comprehensive environmental regulation management and compliance program to address relative environmental issues and to ensure compliance with local, state, and federal rules, regulations, and requirements. Interfaces with local, state, regional, and federal agencies for all environmental activities and issues involving City facilities and operations. Reviews applicable sources to keep abreast of environmental rules and regulations which have either a direct or indirect effect upon the City's facilities and operations. Recommends and implements improvements in response to changes to local, state, and federal environmental compliance requirements or identified best practices. Maintains accurate environmental record keeping documentation and transmits required information to appropriate agencies in a timely manner. Conducts periodic audits to assess program effectiveness and to identify environmental concerns. Inspects facilities to determine compliance and identifies on-site conditions or practices that have the potential to be in violation of the City's environmental regulatory compliance program. Provides information and training to affected staff to create awareness and understanding of best practices relative to environmental issues. Participates in environmental studies, assessments and program planning activities. Performs related work as required.

Electric: Develops, plans, implements, trains the facility personnel and prepare documents to meet port related security requirements by Coast Guard at the Purdom Generating Station. Develops, implements, trains the facility personnel and prepares documents to meet the requirements of Risk Management Plan (RMP) and Process Safety Management Plan (PSM) for use and storage of ammonia. Develops, implements, monitors and prepares documents to meet the requirements of Chemical Security Plan, as required by Department of Homeland Security. Develops, plans, implements, trains the facility personnel, monitors and prepares documents to meet NERC requirements applicable to the generating facilities. Performs related work as required.

**Other Important Duties**

Attends training seminars related to environmental and/or security issues to ensure the City's compliance with current rules and regulations. Participates in establishing liaison and communications between the City, regulatory authorities, conservation groups, general public, and with other local, state, and federal agencies for matters related to environmental, pollution control and security related matters applicable to the City's generating facilities. Establishes and continuously reviews and updates environmental monitoring and reporting procedures and systems required by state, federal and local governmental agencies. May attend FERC/NERC/FRCC meetings, webinars, etc. to stay abreast of developments in the facility security area. Keeps abreast of state, federal, and local environmental rules and regulations, both existing and proposed for impact and potential impact on the departmental operations. Conducts research on various environmental issues and/or security related issues required by FERC/NERC/FRCC. Writes and develops management strategies and technical reports. Performs other duties as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities, and Skills**

Considerable knowledge of environmental codes, ordinances, rules, regulations and other requirements as they relate to the City's facilities and operations. Knowledge of the proper handling, storage, and disposal methods for hazardous chemicals. Ability to read and interpret engineering and architectural plans and specifications. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to schedule work assignments and perform duties with minimal supervision. Ability to understand and interpret technical documents such as environmental reports, regulations, port, chemical and FERC/NERC/FRCC security requirements and other related data and determine potential impact on designated area. Ability to write technical reports and manuals, and keep accurate records of all activities for use in potential compliance hearings or litigation. Ability to communicate effectively, both written and oral. Ability to understand, interpret and extend logic of environmental policies, ordinances, rules, regulations, port, chemical and FERC/NERC/FRCC security requirements. Ability to keep abreast of environmental, port, chemical and FERC/NERC/FRCC security issues. Ability to utilize problem solving techniques. Ability to understand and follow complex oral and written instructions. Ability to gather and compile technical data and to write and present clear and persuasive reports. Ability to assess situations and utilize available resources to come to a resolution of issues. Ability to use independent judgment with limited instructions from supervisor. Ability to work from oral and written instructions. Ability to detect hazardous conditions, particularly those that require immediate attention and that may result in the endangerment of human health and/or the environment. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a Bachelor's Degree in Environmental Science, Environmental Engineering, Chemical Engineering, organic or inorganic chemistry, environmental law, biology, or an area related to any of the aforementioned areas and four years of technical and professional experience in environmental compliance, regulatory, planning or inspection activities, or an equivalent combination of training or experience.

**Necessary Special Requirements**

Must possess a valid Class E State driver's license at the time of appointment.

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.

Established: 01-13-04

Revised: 06-28-04

06-16-08

02-27-12