

# WATER QUALITY MONITORING MANAGER

Job Code	Pay Grade
17207	SM5a

## Nature of Work

This is advanced professional, scientific and administrative level work responsible for managing and coordinating the operational activities of multiple water quality programs which support drinking water and wastewater treatment regulatory compliance. Work includes supervising employees engaged in a variety of specialized scientific studies, enforcement activities, and compliance monitoring and reporting related to drinking water, industrial pretreatment, grease management, wastewater treatment and effluent disposal. Work is performed with considerable initiative and independent judgment in the interpretation and application of federal, state, and local, laws, rules, regulations and guidelines, governing applicable water quality standards. Employees in this class exercise a high degree of judgment, skill and initiative in making independent work decisions and are held accountable for the proper performance of assigned activities of the division. The incumbent performs work under the general supervision of the Monitoring and Laboratories Section Manager or designee.

## Minimum Qualification Requirements

- Bachelor's degree in physical, natural, or biological science, public health, environmental engineering or closely related field and 5 years of progressively more responsible professional level experience in environmental monitoring, assessment, and project management, 3 years of which must have been at the managerial/supervisory level, or
- An advanced degree in a related field may be substituted for up to 2 years of required work experience but must include 3 years at the managerial/supervisory level.
- An equivalent combination of education, training and/or experience

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence and/or possess certifications in one or more specific assigned functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, organizes, directs and manages the operation of a Water Quality Monitoring Unit to insure that the county's potable water supply, wastewater treatment and disposal, and reuse are in full compliance with local, state and federal regulations.
- Interprets federal, state, and local laws and regulations affecting applicable water quality disciplines.
- Maintains and shares knowledge of current and leading applicable technologies and best management practices related to water quality regulations.
- Administers the enforcement of established water quality regulations assigned to the unit.
- Ensures quality control and integrity of data gathered or generated is in compliance with federal regulations and policies.
- Monitors, evaluates, and improves the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload.
- Participates in the development of and implements departmental goals, objectives, policies, and priorities within assigned division.
- Participates in the preparation of the annual budget for the Water Quality Monitoring Unit.
- Interviews, selects and develops personnel; prepares employee evaluations and handles disciplinary matters.

**WATER QUALITY MONITORING MANAGER (continued)**

<b>Job Code</b>	<b>Pay Grade</b>
<b>17207</b>	<b>SM5a</b>

**Illustrative Tasks (continued)**

- Acts in a liaison capacity with other county departments and state and federal agencies and may appear as an expert witness in court cases.
- Provides guidance and direction in the preparation of formal technical presentations, contract specifications, and cost estimates for the division.
- May assume the responsibilities of the Monitoring and Laboratories Manager during absences.
- Performs related work as assigned or required.

**Knowledge, Skills and Abilities**

- Knowledge of the science and technology involved in the implementation of water quality monitoring programs.
- Knowledge of local, state and federal laws and regulations pertaining to water quality data validity, groundwater and surface monitoring and wastewater treatment, disposal and reuse.
- Knowledge of water treatment processes and testing of water supply systems.
- Knowledge of wastewater treatment processes, including the collection and transmission system.
- Knowledge of the principles, practices, and methods of budgetary and fiscal management;
- Ability to plan, organize, coordinate, and direct multidisciplinary work efforts.
- Ability to supervise and motivate administrative, professional, technical, and/or clerical personnel.
- Ability to rapidly adapt and adjust to changing conditions. Must exhibit a great deal of flexibility when coordinating multiple activities that require strict attention to detail and meet important deadlines.
- Ability to work both independently and as part of a multidisciplinary and highly collaborative team to identify opportunities and provide leadership and technical expertise on projects.
- Ability to work effectively in complex, sensitive situations.
- Ability to understand, summarize, and effectively communicate complex technical, environmental, and policy issues and to formulate sound recommendations on these issues.
- Ability to interact effectively, establishing good working relationships with staff, other county organizations, agencies, state officials, consultants, contractors and the public.
- Ability to conduct project presentations to public and professional organizations.
- Ability to operate personal computer systems including Word, Excel, Outlook, Power Point, database applications, web searching and other software applications.
- Ability to train and mentor junior staff.
- Ability to appear in court as an expert witness.

For official use only

Created	EEOC Code	Overtime Code
11/13		Exempt