



Water Quality Monitoring Manager

Category: Exempt
Pay Grade: E26
Job Code: 17207

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs 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; supervises employees engaged in a variety of specialized scientific studies, enforcement activities, and compliance monitoring; reports related to drinking water, industrial pretreatment, grease management, wastewater treatment, and effluent disposal.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, organizes, directs, and manages the operation of a Water Quality Monitoring Unit to ensure 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 and 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;
- 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in physical, natural, or biological science, public health, environmental engineering or closely related field and five (5) years of progressively more responsible professional level experience in environmental monitoring, assessment, and project management, three (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 two (2)

years of required work experience but must include three (3) years at the managerial/supervisory level; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the science and technology involved in the implementation of water quality;
- 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 and 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.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.