

CITY OF GLENDALE INTERDEPARTMENTAL COMMUNICATION

DATE : January 8, 2025

TO: Members of the Civil Service Commission

FROM: Paula Adams, Chief Human Resources Officer

BY: Ando Vardanyan, Human Resources Analyst II

SUBJECT: **New Class Specifications for Approval – Utility
Environmental Program Specialist and Utility
Environmental Program Supervisor**

BACKGROUND

The Glendale Water & Power Department (GWP) is in the process of seeking approval from the City Council to establish two positions: Environmental Program Specialist and Utility Environmental Program Supervisor. These items are scheduled for review and approval at the City Council meeting on January 14, 2025. In the interim, the Department is seeking Commission's approval to establish the essential functions and minimum qualifications for each position.

The Utility Environmental Program Specialist will perform field and office work in connection with Glendale Water and Power's environmental programs. These duties will include the inspection of storm drains, hazardous waste/materials, underground storage tanks, scheduling and monitoring hazardous waste pick-up, responding to hazardous spills, and ensuring compliance with environmental regulations at the local, State, and Federal levels.

The Utility Environmental Program Supervisor will perform a combination of professional, supervisory, and technical duties in overseeing Glendale Water and Power's environmental compliance efforts. Key responsibilities will include supervising and evaluating activities with potential environmental impact, directing environmental impact management, incident prevention, response, and impact studies for new projects. The classification will oversee new environmental initiatives and the applicable regulations impacting operations, maintenance, and construction projects within the Glendale Water & Power Department. This role is vital to ensuring that GWP's activities comply with environmental standards and regulations, while also advancing sustainability efforts.

The Glendale City Employees' Association (GCEA) and the Glendale Management Association (GMA) have been notified of the Department's request for the proposed

new classifications and have not expressed any concern at the time of this agenda's posting. Additionally, an FLSA study has been completed to confirm the appropriate FLSA designation for each newly created classification.

RECOMMENDATION

That the newly established class specifications for Utility Environmental Program Specialist and Utility Environmental Program Supervisor be approved as submitted.



Utility Environmental Program Specialist

DEFINITION

Under the direction of the Utility Environmental Program Supervisor, this classification performs responsible field and office work in connection with Glendale Water and Power's (GWP) environmental programs.

Essential functions of the job include, but are not limited to, the following:

Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.

Assists in the review and implementation of Glendale Water and Power's storm water program requirements, hazardous waste management and disposal and other environmental regulations.

Keeps abreast of current regulations and emerging trends on various environmental regulations.

Conducts storm water site inspection of Glendale Water & Power facilities in compliance with applicable storm water permits.

Conducts hazardous waste/materials inspections and tracking duties. Ensures that hazardous waste/materials are properly stored in containers, labeled, contained, and shipped in compliance with all applicable State and Federal regulations.

Schedules and monitor hazardous waste pick-up and ensure timely delivery to treatment facilities for proper disposal.

Conducts inspections on generators, spray booths, underground storage tanks (USTs) and above ground storage tanks (ASTs) and other equipment to ensure compliance with South Coast Air Quality Management District (SCAQMD) requirements and related environmental regulations.

Coordinates and collects underground electric vault water quality inspections and sampling in compliance with NPDES requirements.

Responds to hazardous spills to ensure that spill prevention procedures and Illicit Connections/Illicit Discharge (IC/ID) are prevented, and public reporting procedures are followed, and that the storm drain system and the receiving waters are protected. Assist field staff in obtaining temporary Environmental Protection Agency (EPA) ID numbers for the site clean-up.

Acts as a Liaison for various GWP hazardous waste generating sites using the EPA electronic manifest system necessary for preparing the bi-annual report to EPA.

Assists with preparing reports for submittal to South Coast Air Quality Management District, the State Water Resources Board, California Environmental Reporting System (CERS) and other regulatory agencies.

Compiles hazardous waste generation information of various GWP facilities and submits to the State of California Department of Tax and Fee Administration (CDTFA) for tax invoice processing.

May serve as the City's Designated Operator in compliance with Underground Storage Tanks (UST) regulations.

May inspect and/or assist contractors with underground storage tanks inspections and repairs. May assist contractors with UST reports and submittals to appropriate environmental agencies.

Utilizes safety equipment including breathing devices, gas detectors, and harnesses when needed. Places traffic barricades, cones, and delineators in special traffic situations.

Develops a database for storing Safety Data Sheets (SDS) for easy retrieval when needed.

Conducts safety inspections within Glendale Water & Power facilities as it relates to Automated External Defibrillator (AED), fire extinguishers, fire sprinklers, emergency showers and other equipment.

Assists in preparing training materials and making presentations to City staff, regulatory agencies, and other interested parties.

Provides assistance to GWP managers in ensuring compliance with all regulatory agencies.

Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Drives on City business.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Experience

Three years of experience working on utility programs related to environmental compliance or safety regulations.

Education/Training

Graduation from High School or attainment of GED, CHSPE, or CPP certificate.
Bachelor's Degree in Environmental Science, Biology, Chemistry, Geology, Engineering or a related field is desirable.

License(s) / Certification(s)

A valid Class C California driver's license is required.
Underground Storage Tank Certification (UST) is required.

Knowledge, Skills & Abilities

Knowledge of:

Applicable safety rules, practices, and procedures.
Current environmental regulations related to wastewater, and storm water management, hazardous waste generation and disposal, underground storage tank and aboveground tank regulations and air quality regulations.
Environmental monitoring equipment related to regulatory compliance.
Nation Pollutant Discharge Elimination System (NPDES), Municipal Storm Water permitting and California General Permits for storm water discharge and vault dewatering.
Proper traffic control and delineation procedures.
Sampling and measuring techniques for liquids and gases.
Storm water best management practices.
Storm water inspection procedures and wastewater sampling methods.
Toxic constituents of industrial wastewater.
Hazardous materials, waste management, and disposal.

Skill in:

Using hand tools.
Environmental sampling and monitoring equipment.

Ability to:

Provide exceptional customer service to all employees and vendors.
Deal tactfully and effectively with the public, representatives of industrial and commercial facilities and other City employees.
Develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period.
Establish and maintain smooth and effective working relationships.
Foster a teamwork environment.
Identify problems, review options, and recommend solutions which result in effective and efficient problem resolution.
Lift and carry up to 50 pounds.
Maintain accurate records and databases.
Make independent judgment based on standard policy or procedure.
Model and practice the highest level of ethical standards.
Perform mathematical calculations including algebra.
Perform physical labor for extended periods of time.
Prepare accurate, reliable, and error-free reports and field notes.
Present a courteous, professional public image.

Read, write, and comprehend directions in English.
Record field data and observations.
Walk long distances on rough terrain.
Work in confined spaces.
Work with hazardous materials including industrial waste.

Other Characteristics

Willingness to:

Work overtime as requested or required.
Assume responsibility for maintaining a safe working environment.

Note

An equivalent combination of experience, education and/or training may be considered as a substitute for the listed minimum requirements.

FLSA DESIGNATION

Utility Environmental Program Specialist – Non-Exempt

New Class Specification	Created by: AV
Approved by Commission: 01/08/2025	Job Class Family: None



Utility Environmental Program Supervisor

DEFINITION

Under general supervision of senior management, this mid-management classification performs professional, supervisory, and technical work in supervising the activities of the Glendale Water and Power (GWP) environmental compliance including planning and evaluating all activities with potential environmental impact.

Essential functions of the job include, but are not limited to, the following:

Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.

Directs the development, implementation, and maintenance of GWP's environmental programs to ensure compliance with Federal, State, and local laws and regulations.

Generates correspondence and mandated reports to Federal, State, and local regulatory agencies. Represents and monitors the City's interests when interacting with said regulatory agencies.

Directs environmental impact management including activities such as incident prevention, incident response and new project impact studies. Oversees remediation and/or clean-up work due to spill or release.

Keeps informed of all legislation, rules and regulations and laws affecting storm water and/or wastewater management, hazardous waste management and disposal and air quality regulations.

Leads in the implementation of new environmental initiatives by reviewing environmental regulations that impact operation, maintenance and construction projects and provides guidance on compliance requirements. Prepares standard operating procedures and trains or oversees the roll-out of training to appropriate operating groups.

Acts as a liaison and primary contact with environmental agencies.

Negotiates, reviews, and reports on environmental projects contractual issues.

Develops, implements, and conducts various environmental monitoring programs. Manages the compilation, review, and tracking of all monitoring data, and recommends or directs appropriate remedial actions as needed.

Prepares the Environmental Group budget and appropriated funds to assure that expenditures are in compliance with the respective budget.

Review and evaluate employees' job performance and recommend appropriate personnel action.

Selects and hires consultants to assist with plan, permit or procedural document completion required to comply with regulations. Manages and reviews consultant performance and invoices for payment.

Works with the City Attorney's Office in responding to notices of non-compliance and violations from various regulatory agencies.

Coordinates informal and formal audits of each operating group to identify, assess, control, and monitor environmental risks. Develops and implements corrective action plans for audit results.

Ensures applications are prepared for required permits through the appropriate regulatory agency.

Exercises independent judgment under general supervision while performing complex professional and technical work in matters related to wastewater.

Manages the utility's waste generation and recommends practical, alternative compliance and disposal methods.

Provides project management for utility environmental projects.

Drives on City business.

Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Experience

Five years of experience managing utility related environmental programs in one or more of the following areas: storm water and wastewater, hazardous waste management, air quality compliance, or the Nation Pollutant Discharge Elimination System (NPDES).

Education/Training

Bachelor's Degree in Environmental Science, Biology, Chemistry, Geology, Engineering or a related field is required. A Master Degree in a related field is desirable.

License(s) / Certification(s)

A Valid Class C California driver's license.

Knowledge, Skills & Abilities

Knowledge of:

Local, State, and Federal environmental laws and regulations.
NPDES requirements for municipal, industrial, and constructions activities and permitting.
Supervisory and management principles.

Ability to:

Provide exceptional customer service to all employees and vendors.
Analyzes statutes, ordinances, and case law relating to environmental issues.
Deal tactfully and effectively with the public, representatives of industrial and commercial facilities, and other City employees.
Develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period.
Establish and maintain smooth and effective working relationships.
Foster a teamwork environment.
Identify problems, review options, and recommend solutions which result in effective and efficient problem resolution.
Initiate, recommend, and carry out personnel actions.
Lead, coach, instruct, and motivate employees.
Maintain accurate records and databases.
Model and practice the highest level of ethical standards.
Perform mathematical calculations including algebra.
Prepare accurate, reliable, and error-free reports and field notes.
Present a courteous, professional public image.
Read, write, and comprehend directions in English.
Record field data and observations.
Review and evaluate employees' job performance and recommend appropriate personnel action.
Train and supervise subordinates.

Other Characteristics

Willingness to:

Works necessary hours and times to accomplish goals, objectives and required tasks in a timely manner.
Assumes responsibility for maintaining a safe working environment.
Initiate, recommend, and carry out personnel actions.

Note

An equivalent combination of experience, education and/or training may be considered as a substitute for the listed minimum requirements.

FLSA DESIGNATION

Utility Environmental Program Supervisor – Exempt

New Class Specification	Job Class Family: None
Approved by Commission: 01/08/2025	Created by: AV



Glendale Water & Power Department – Environmental & Safety Services

