

*Code: 4617*

*Title: ENVIRONMENTAL ENFORCEMENT SUPERVISOR*

**SUMMARY:** Implements and supervises the enforcement activities of the Field Services Division with the Department of Environmental Quality. It is distinguished from the Senior Environmental Enforcement Officer classification which exercises less discretion, does not have supervisory responsibilities, and does not coordinate the environmental enforcement activities of the division.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Assigns, supervises, and evaluates the work of a group or section of Environmental Enforcement Officers, administrative and technical staff;  
Schedules field surveillance, source-inspections and complaint-investigation activities;  
Reviews and analyses logs, reports, databases and proposed/final environmental quality legislation and regulations;  
Prepares and monitors annual budget for environmental enforcement section;  
Assists in the preparation of grant applications and submits necessary progress reports;  
Evaluates program effectiveness and prepares special and recurring reports;  
Maintains liaison with, and interprets policies for, public and private agencies and organizations;  
Testifies at hearings and in court cases, serves as a witness and/or consultant during various investigations, inspections, or trials;  
Makes recommendations on all personnel actions to management;  
Plans and implements staff training programs;  
Assists in development, evaluates and implements new/proposed environmental rules and regulations;  
May act as division head during his/her absence.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of supervision, training and evaluating professional staff;
- basic principles and procedures of air, water and soil pollution control;
- methods and equipment used for analyzing and monitoring air, water and soil contaminants;
- principles and practices of hydrology, hydro-geology, environmental engineering, biology, chemistry and hazardous materials management applicable to pollution control;
- computer hardware, software and databases;
- laws, rules and regulations governing air, water and soil pollution and control;
- technical and legal terminology relating to environmental regulations;
- safeguards necessary to avoid hazards associated with an industrial work environment.

Skill in:

- supervising, training and evaluating work of professional staff;
- performing technical and mathematical calculations, research and analyses;
- planning and developing unit's budget, providing short- and long-term planning of work activities;
- keeping logs, records and writing technical reports;
- utilizing a calculator, appropriate computer hardware, software and databases;
- conducting environmental assessments, investigations, inspections, surveillance and monitoring and pollution control activities;
- communicating effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

**EITHER:**

(1) A Bachelor's degree from an accredited college or university with a major in engineering, environmental science, environmental health, chemistry, biology, mathematics, watershed management or hydrology and four years of professional level experience in environmental enforcement activities,

industrial waste control, environmental research, environmental engineering, air, water or soil quality control or enforcement, or hazardous materials management, two of which must be in supervisory or managerial capacity (may be concurrent with the required professional experience).

(Additional experience in environmental research, environmental engineering, environmental quality control or enforcement, or hazardous materials management may substitute for the required education on a one-for-one year basis)

(Additional education from an accredited college or university in engineering, environmental science, environmental health, chemistry, biology, mathematics, watershed management or hydrology may substitute for the required experience on a one-for-one year basis)

OR:

(2) Two years of experience with Pima County as an Environmental Enforcement Officer-Senior.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver's license at time of appointment and must be maintained as a condition of employment. Some positions may require obtaining an Arizona State Certificate as an Expert Visible Emissions Evaluator within six months from the date of appointment. Failure to obtain and maintain the required licenses and certificates shall be grounds for termination of employment.

Physical/Sensory Requirements: Physical and sensory abilities required for all positions in this class include color vision, basic 20/20, or correctable to 20/20 vision. Employees in this classification are routinely required to safely operate a motor vehicle in all weather conditions and on different road surfaces; work in remote or limited access areas and terrain exposed to dust and pollen; work for extended periods in extreme heat, cold, moisture, and humidity. Other physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.