

CITY OF BURBANK

ENVIRONMENTAL AND SAFETY MANAGER

DEFINITION

Under general direction, to monitor all utility facilities and operations for health, safety, and environmental regulatory compliance; coordinate and perform regulatory reporting and monitoring; review environmental rule making; implement safety practices, procedures and equipment approvals; and perform other related work as required.

ESSENTIAL FUNCTIONS

Reviews and monitors rules and developments relating to utility regulatory compliance associated with health and safety; prepares and maintains technical and regulatory records required by environmental and safety regulations; coordinates regulatory compliance between the Fire Department and the utility as required; reviews and monitors utility environmental (air, soil, and ground water) and safety aspects of capital and developmental projects; develops and recommends policies and action plans for the compliance of environmental regulations and safety regulations; coordinates with SCAQMD, RWQCB, EPA, CEQA, and other environmental regulatory agencies, and provides staff with notice of any relevant regulations; performs environmental monitoring and instrumentation; makes recommendations regarding hiring, promotions and transfers; supervises, trains, and evaluates staff; establishes and maintains effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – environmental (air, soil, and ground water) regulations that affect water, electric, and telecommunications operations and current compliance standards; current local, State, and Federal environmental, health, and safety requirements; SCAQMD, RWQCB, and EPA requirements and operating permit requirements; City safety practices; OSHA regulatory process; the basic principles of supervision.
- Skill in – word processing, spreadsheets, and databases; understanding and communicating in English at a college level; electric and water facilities maintenance and operational practices; and reading and reviewing engineering design and construction documents.
- Ability to – understand regulatory orders, applications, forms, and procedures; coordinate environmental records and compliance activities; keep records and files for regulatory compliance; communicate in an effective manner; perform cost and time requirement estimates for regulatory compliance from the coordination of operating, engineering, and construction cost and time estimates; stay informed of developing regulation; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes but is not limited to: a Bachelor of Science degree in Environmental Science, Engineering, or other related science field; minimum of four years of progressively responsible experience in a directly related environmental field.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.