

Water Quality & Environmental Compliance Specialist

Job Description

The Water Quality & Environmental Compliance Specialist is responsible for organizing functions and activities related to environmental management and water quality for the Town of Lake Placid Water and Wastewater facilities.

- Reports all sampling and/or analysis, as required, to ensure compliance with federal, and state, water quality regulations and company approved water quality standards. Obtains, prepares, files and maintains all reports and records to ensure compliance.
 - DEP Monthly DMR Reports (EzDMR online system)
 - DEP Monthly MOR Reports (Scada System)
 - Sludge Record keeping on a monthly basis for DMR
 - Monitoring Guide for Water Plants. Schedule sampling for monthly, quarterly, semi-annual and annual intake. Report all samples to DEP by deadlines
 - Schedule WWTP & WTP tank cleaning
 - DEP CCR Annual report
 - DEP Annual REUSE report
 - SWFWMD Annual Water Survey
 - SWFWMD Public Supply Annual Report
 - SWFWMD Annual Billing Report
 - File all Water and Wastewater Lab Sample Reports
 - Drinking Water and Wastewater GPD (gallons per day) monthly reports
 - Ensure Wastewater Plant Permit Renewal applications are submitted 6 months prior to permit expiration date.

- Continuously evaluates environmental monitoring, control programs and processes, and recommends enhancements or improvements to maintain or improve environmental compliance to ensure compliance.
 - Data Entry into Cartegraph Utility system to maintain daily, weekly, monthly, annual, every 3 years, every 5 years etc projects and compliance.
- Identify potential issues and problems, and initiates responsive actions and mitigates environmental violations. Reports all major leaks and line breaks.
 - Abnormal Event Reporting. Submit all major line breaks to DEP, FL Department of Health and the local newspaper. Prepare boil water notices for customers.
 - IRH One Call Locate Tickets response reporting daily into web system
 - IRH One Call Locate Tickets create when in need for Town projects
- Monitor equipment and inventory, etc. so that established standards of performance and accuracy are maintained.
 - Schedule annual 'Fire Hydrant' maintenance logs with employees and record all details
 - Schedule annual 'Grinder Maintenance' logs with employees and record all details
 - Schedule annual 'Water Valve' Maintenance Logs with employees and record all details
 - Keep all monthly maintenance logs for Grease Traps and work with meter reader on supplying customers with letters of notification when pump requirements are due.
 - Vehicle Repair & Maintenance. Keep a monthly record of all Utility Vehicle inspection logs. Schedule vehicle oil change and repairs when needed. Create requisitions for all repairs and maintenance and record all details.

- Keep all weekly 'Lift Station' monitoring logs on file
 - Schedule 'Meter Tests' with Field Supervisor upon request and record all details
 - Schedule 'FH Flow Tests' with Field Supervisor upon request and record all details
 - Maintain Utility Department Inventory on a regular basis and report annually to Utility Director.
 - Schedule flow meter accuracy tests on WWTP and WTP annually and every 5 years and record all details.
 - Maintain records for Generator service contract for all Utility locations.
 - Schedule Water Tank Inspections on an annual basis and record all details of reports.
 - Schedule Water Tank Wash Outs every 3 years and record all details of reports.
- Conducts special projects and prepares reports in Excel or Word for Utility Director. Performs research, creates letters and or mail outs at request of Utility Director. Also creates Miscellaneous Invoices for 'Other' Utility jobs as requested by Utility Director.
 - Create Water and Wastewater Capacity letters for customers upon request.
 - Contract renewals with suppliers / vendors. Complete credit applications and record all details.
 - Provide Utility customers with new service line quotes. Set up new locations and accounts in ADG for new meter installs and sewer hook ups.
 - Create Annexation Forms for customers when in need as back up to Customer Service and Billing Dept.
 - Back up customer service and billing dept
 - Front desk coverage in the event of emergency

- Take daily Cash intake to Harbor Community Bank
- Create work orders for field employees on leaks, meter issues, pressure tests etc
- Record all 'On-Call' work orders and entry into ADG.
- Create requisitions in ADG at Utility employee requests and Utility Director Request.
- Liaise with meter readers for turn ons and turn offs via text message on a regular basis for customer service department.
- Keep Utility Department employee records on file and up to date.
 - Prepare documentation and assist in license renewals, education classes, training sessions, CEU's, travel and accommodation for employees.
 - Prepare documentation for Employee Reimbursement forms for safety program, phone use, toll usage, mileage and any other item upon request.
 - Create Yearly On Call and Plant Monitoring Calendar for employees
- Manage Utility Staff Meetings and liaise with employees on schedule of meeting. Take minutes of meeting and prepare the monthly agenda. Keep a class log for 'Safety Videos' and report to Front Desk Clerk.

Knowledge / Skills:

- Knowledge of federal and state environmental standards and regulations, and understanding of current environmental legislation and regulations.
- Regulatory knowledge of proper lab analytical testing methods.
- Microsoft Excel, Word, Access, Outlook, Adobe Pro, ADG, Cartegraph, Internet Explorer