

Class Code: 4029
Revised: 11/25/15
Reviewed: 9/26/18

ENVIRONMENTAL CODES SUPERVISOR

PURPOSE AND NATURE OF WORK

Position is responsible, through a staff of inspectors, for education, enforcement, and compliance with environmental ordinances within the LCG Code of Ordinances. Incumbent oversees and participates in City/Parish initiated inspection of residential and commercial sites and responds to complaint calls which may result in compliance expense to property owners. Incumbent works with substantial independence under the direction of the Environmental Quality Manager and is responsible for activities of a staff of Environmental Inspectors.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Administers compliance programs with City/Parish Ordinances and for solid waste collection, private property maintenance, hazardous or unknown substances, or unsanitary or unhealthy sites. Counsels citizens concerning environmental compliance measures. Monitors solid waste collection to ensure contractor's compliance with all performance standards. Assesses fines to solid waste contractor for missed collections of solid waste, and prepares monthly invoice for payment to contractor for residential solid waste collection within LCG's jurisdictional boundaries

Prepares contracts or work orders as needed to abate environmental violations. Reviews contracts, inspects work in progress, approves change orders, authorizes payments to private contractors as appropriate.

Forecasts needs for inspection activities, assigns priorities, and participates in preparation of appropriate budgets, justifies expenditures.

Personally attends to recurrent or unresolved complaint calls regarding City/Parish Environmental Ordinance compliance. Prepares reports for Division Manager, Departmental Director, Council, Elected Officials as necessary.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of all City/Parish Environmental Ordinances and their requirements on citizens and service providers.

Thorough knowledge of modern methods and materials used in solid waste collection, non-utility related sanitation and violation abatement.

Knowledge of applicable policies and procedures of budgeting, purchasing, contracting and related. Ability to plan, assign, and supervise the work of subordinate staff.

Ability to establish and maintain effective working relations with employees, elected officials and representatives of other utilities.

Ability to communicate clearly, verbally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

College level education in Environmental and/or Paralegal fields, supplemented by substantial professional experience in enforcing rules, regulations and ordinances pertaining to solid waste collection, property management, proper sanitation conditions intended to minimize threats to human health, and other related environmental ordinances, or an equivalent combination of education and experience.