

**Village of Wauconda  
Job Description**

JOB TITLE: Director of Environmental Quality

DEPARTMENT: Environmental Quality Department

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Village Administrator

SUMMARY:

This position will be the Village's principal environmental impact and quality monitor with code enforcement authority and will evaluate environmental issues that may impact the Village. This position requires the ability to effectively manage the industrial pretreatment program in accordance with all applicable regulations and intergovernmental agreements. This position performs complex leadership, supervisory, administrative, and professional work in the planning, organizing, directing, and supervising the Environmental Quality Department including industrial pretreatment, wastewater treatment, solid waste management and landfills, lakes management, and environmental programs/initiatives. The Director of Environmental Quality makes recommendations as deemed necessary for the health, safety, and welfare of the community and the environment or for improvement of departmental services. The Director of Environmental Quality performs enforcement of all laws and ordinances pertaining to Environmental Quality along with working and acting in concert with the Village Engineer, Village Attorney, and department heads to ensure the conformance with all codes, ordinances, laws, and regulations.

This position requires the ability to conduct inspections, collect wastewater samples, monitor for compliance, and make recommendations for bringing violators into compliance. This position requires the ability to train others in these duties. This position works in concert with the Director of Public Works to accomplish Environmental Quality Department goals, often times utilizing Public Works Department staff to carry out tasks.

QUALIFICATIONS:

This position requires demonstrated knowledge of environmental principles including, but not limited to, industrial pretreatment, solid waste management and landfills, Superfund sites, wastewater treatment processes, water treatment processes, stormwater management, lake management, budgeting, code enforcement, and emergency spill response. This position requires the ability to quickly grasp all local, County, State, and Federal codes, ordinances, regulations, and laws. The ability to communicate effectively both verbally and in writing with employees, consultants, appointed and elected officials, the general public, and County, State, and Federal agencies is required along with the ability to conduct research and compile comprehensive reports as needed. Attention to detail and ability to maintain detailed records that can stand the scrutiny of litigation is required. This position will serve as the technical expert on many environmental issues of interest to the Village and will require public education as directed by the Village Administrator and/or Mayor.

SPECIAL REQUIRMENTS:

Must be able to successfully pass a pre-employment drug and medical screening, police background check, and credit check. Must possess a valid State of Illinois Class A Driver's

License. State of Illinois Class 3 Wastewater Treatment Works Operator License is preferred but not required.

EDUCATION AND EXPERIENCE:

This position requires a Bachelor's degree from an accredited four year college or university in the field of environmental science, biology, or chemistry and a minimum of five years experience in the environmental field with progressive and successful leadership in management positions. A combination of education and experience that satisfies the skills and demands of the position will be considered.

HOURS:

This is an exempt position with the normal expectations of working a standard work week within Department operating hours, subject to recall and extensive after hours work in the event of emergencies. The Director of Environmental quality is expected to attend Village Board meetings and Village committee meetings as required by the Village Administrator and/or the Mayor.

DUTIES:

**Essential Functions:**

1. Determines work procedures, prepares work schedules, expedites work flow, evaluates, and inspects projects and work assignments.
2. Prepares documents, reports, budget estimates; manages and executes approved budget with effectiveness and efficiency.
3. Leads in the monitoring of the landfill (a Superfund/NPL site), oversees Village O&M responsibilities, oversees PRP responsibilities, regulates leachate discharge to the POTW, reviews plans for alterations/expansions, acts as liaison between PRP consultants and the Village, and works in concert with Village Attorney, Village Engineer, Director of Public Works, IEPA, and USEPA to ensure that the landfill meets all applicable regulations.
4. Develops and supervises the execution of routine inspection programs for industrial pretreatment and general discharge to the POTW.
5. Creates and supervises the sampling collection procedures to meet legal and accepted practices for inspection and evaluation.
6. Gains compliance from commercial and industrial facilities through inspection program, regulation, education, and enforcement of Village ordinance.
7. Maintains detailed records and reports to withstand litigation.
8. Prepares official reports for submittal to regulatory agencies.
9. Coordinates the efforts of multiple agencies (County, State, and Federal) to address local environmental issues.
10. Monitors intergovernmental actions that have environmental impact.
11. Responds to public or other inquiries relative to Department policies and procedures.
12. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of the Environmental Quality Department.
13. Leads in review, design, and formation of policy and ordinance to meet the demands of State and Federal requirements on public wastewater treatment and discharge.
14. Determines applicable codes, regulations, and requirements for certain projects.
15. Solicits and negotiates applicable professional service contracts such as contract work to support Environmental Quality assignments and projects.
16. Oversees project management for bided construction projects for Environmental Quality Department.
17. Coordinates with the Village Engineer and oversees the preparation and development of bid specifications for Environmental Quality Department projects.

18. Maintains confidentiality as required to safeguard the bid process.
19. Maintains regular contact with consulting engineers, municipal, County, and Federal agencies, professional and technical groups, and the general public regarding Department actions, services, and performance.
20. Maintains amicable relations with bargaining units within the Environmental Quality Department.
21. Performs other functions within the scope of this position as directed by the Village Administrator.

**Marginal Functions:**

1. Trains other department heads in understanding procedures and processes used to accomplish mission of the Environmental Quality Department.
2. Contributes to the safety of all Village employees and workplaces through assisting with safety programs and training.
3. Serves on various committees and attends meetings outside the regular workday.

**PSYCHOLOGICAL CONSIDERATIONS:**

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must work effectively and efficiently in a sometimes ambiguous environment, with ability to make correct decisions in stressful situations.
4. Employee must demonstrate leadership qualities to perform required work.
5. Employee must be able to function in a sometimes fast and ambiguous environment.
6. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

**PHYSICAL DEMANDS:**

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

**ENVIRONMENTAL CONSIDERATIONS:**

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee must be able to work in temperature and climatologically extremes associated with the weather in the Northeastern Illinois area.
3. Employee general work area is combination of work indoors and outdoors.
4. Protective clothing is required at times.

**COGNITIVE CONSIDERATIONS:**

1. Employee must have the ability to deliver directions and communicate in English verbally and in writing.

2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organizational skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet, and database applications.
5. Employee must have ability to make judgments with respect to confidentiality to information and problem solving.
6. Employee must use good safety awareness and judgment in all aspects of the position.

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**I have reviewed and understand my job description.**

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*Employee Name*

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*Employee Signature*

\_\_\_\_\_  
*Date*

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*HR Signature*

\_\_\_\_\_  
*Date*