

# GARRETT COUNTY GOVERNMENT

## JOB DESCRIPTION

**JOB TITLE:** Environmental Coordinator  
**DEPARTMENT:** Public Works  
**DIVISION:** Utilities  
**REPORTS TO:** Division Chief  
**FLSA STATUS:** Exempt

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

### JOB SUMMARY:

The Environmental Coordinator is a classified position that involves professional and technical work in water resources and biological sciences involving water and wastewater sampling, testing, analysis and compliance monitoring in accordance with all applicable rules, regulations and requirements of federal, state and local regulatory agencies.

### ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Monitor, interpret and implement federal, state, and local regulations concerning analytical laboratory procedures, certification requirements, health and safety regulations, hazardous waste disposal and reporting procedures.
- Direct the monitoring of all water systems under the direction of the Department for compliance with all EPA and MDE Safe Drinking Water requirements.
- Maintain the laboratory's Drinking Water Certification through the Maryland Department of the Environment.
- Develop, implement, and administer the laboratory's Quality Control and Quality Assurance Program.
- Develop, implement, and administer the laboratory's Standard Operating Procedures.
- Participate in EPA Performance Evaluation programs for chemical and microbiological analyses of water and wastewater.
- Perform chemical and microbiological analysis of samples collected and received at the laboratory.
- Develop sampling and testing procedures and programs to assure compliance with all federal, state and local regulations and permits.
- Prepare cost analysis of sampling and testing requirements associated with water and wastewater permits.
- Complete and submit all federal, state, and local required reports associated with laboratory operations.
- Procure laboratory supplies and equipment in accordance with the County's Purchasing Program.
- Research and review federal, state, and local regulations and legislative issues regarding applicable water and wastewater environmental issues.
- Provide management level recommendations to Department administration on technical and regulatory environmental policy issues, concerns, compliance, and legislation.
- Review, interpret and coordinate all permit applications and renewals associated with water and wastewater operations under the direction of the Department with administrative and operational personnel to ensure that all documents are submitted to regulatory agencies prior to stated deadlines and all responses to inquiries regarding the documents are submitted in a timely fashion.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Chemistry or Microbiology or a bachelor's degree in a closely related science
- A minimum of two years' experience in the performance of chemical and microbiological tests routinely performed by the laboratory.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge and understanding of the Safe Drinking Water and Clean Water Act as related to laboratory and water and wastewater systems operations; knowledge and understanding of EPA Methods for Chemical Analysis of Water and Waste and Standard Methods for the Examination of Water and Wastewater.
- Possess a high degree of organizational skills to develop, implement and oversee various sampling programs related to all operations under the direction of the Department.
- Knowledge and understanding of scientific procedures, laboratory techniques and statistical analysis.
- Proficient in the use of computer programs such as Microsoft Access, Word and Excel; skill/ability to operate and maintain laboratory equipment; maintain accurate laboratory records.
- Knowledge, understanding and performance of and be able to train others in the following types of analysis – Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), Total Kjeldahl Nitrogen (TKN), Microbiological analysis, nutrient analysis, titration, and gravimetric analysis.
- Language skills sufficient to read, analyze, and interpret common scientific and technical journals, financial reports, permits and legal documents.
- Must possess the ability to communicate effectively, orally and in writing, with customers, regulatory agencies, officials, and the public.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and statistical analyses and to apply mathematical operations to such tasks as analysis of variance, correlation techniques, determination of test reliability and validity, and geometric means.
- Ability to apply principles of scientific and logical thinking to solve practical and analytical problems related to laboratory operations as well as the water and wastewater field, and administrate a variety of technical situations. Ability to interpret an extensive variety of technical instructions and regulations related to laboratory and water and wastewater operations.

### CERTIFICATES AND LICENSES:

- Valid driver's license
- A Maryland Department of the Environment certification for sampling and analysis of chemical and microbiological contaminants in drinking water and wastewater samples through proficiency evaluations administered by federal, state, and local agencies.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- In performing the essential duties of this position, it will be required to regularly stand, walk, talk, listen, and communicate with others. The position requires the handling of laboratory glassware, chemicals, apparatus, and instruments. Lifting up to 50 pounds may be required.

### WORK ENVIRONMENT:

- The laboratory is an indoor climate-controlled setting with moderate noise exposure from office equipment and light foot traffic.