

Position Title: Director

Class Title: Director

Pay Grade: 27

WORK DESCRIPTION:

Communicates and works cooperatively with community leaders, the regulated community, and the public on issues where the Division is the regulatory or statutory authority. Testifies to the Legislature, responds to Legislative inquiries, and works with the Department of Law to draft legislation as necessary. Analyzes problems, gathers facts, and develops alternatives. This analysis formulates the basis of planning for the Division's direction and activities. Directs the implementation of strategies that result in consistent permitting and compliance decisions as well as manages other core Division functions. Directs implementation of Division policies, procedures, and performance measures. Acts as the liaison between the Division and EPA Region 10.

SUPERVISION:

Manages and supervises all aspects and elements of the following Division programs:

- Wastewater Discharge Authorization
- Compliance and Enforcement
- Water Quality Standards, Assessment, and Restoration
- NPDES Primacy
- Administration and Information
- Facilities (Municipal Grants & Loans, Village Safe Water, and Operations Assistance)
- Cruise Ship

WORK RESULTS / PRODUCTS:

Consistent permitting and compliance decisions. Develops and implements cost-effective program strategies and solutions to problems.

RESPONSIBILITY:

Develops, evaluates, improves, and implements the Division's work. Coordinates resources from the Division and other state and federal agencies in resolving issues. Works with the Deputy Director and Program Managers to establish management and spending plans, and guidance and policy documents to ensure uniformity in the implementation of the Programs throughout the State.

AUTHORITY:

Sets direction and policy for the Division. This includes the development of long and short-term goals and objectives, with a particular focus on consistent application of

regulatory requirements statewide and across industry sectors, and municipalities within a streamlined and modernized customer service delivery system.

Alaska Pollutant Discharge Elimination System (APDES) Program – Position Descriptions

WORK ACTIVITIES:

Assigns and directs the development of priority statutes and regulations such as revisions to the Water Quality Standards and regulations for grants, loans, and wastewater discharge permitting, compliance, and enforcement to comply with the Clean Water Act, the Safe Drinking Water Act, and Alaska Statutes. Approves new or revised regulations. Directs Division staff in the delivery of cost effective public services. Makes the final Division decision on informal reviews (under 18 AAC 15) of Division staff decisions. Completes special assignments at the direction of the Commissioner. Prepares correspondence for the Governor's and Commissioner's signatures. Briefs the Commissioner, Governor, Governor's staff, and Legislators on important issues. Reviews and approves precedent setting permitting decisions.

MINIMUM QUALIFICATIONS:

The candidate must have a bachelor's degree in an environmental, physical, biological, or natural science; engineering; planning; natural resources; or public or business administration and three years of experience managing the delivery of services in an environmental program and supervising professional level staff. This experience is met by service equivalent to an Environmental Program Manager I with the State of Alaska.

Position Title: Deputy Director

Class Title: Environmental Program Manager III

Pay Grade: 23

WORK DESCRIPTION:

Assists the Division Director in the development, implementation, and management of statewide core department regulatory functions. Helps to develop policies and procedures, legislation, annual budget, and performance measures. Testifies before the Legislature.

SUPERVISION:

Assists the Division Director with the management and supervision of all aspects and elements of the following Division programs:

- Wastewater Discharge Authorization
- Compliance and Enforcement
- Water Quality Standards, Assessment, and Restoration
- NPDES Primacy
- Administration and Information
- Facilities (Municipal Grants & Loans, Village Safe Water, and Operations Assistance)
- Cruise Ship

WORK RESULTS / PRODUCTS:

Develops and implements consistent, efficient, and innovative program policies.

Directs the design and management of a system to ensure that technical evaluations, studies, permits, monitoring plans, compliance reviews, investigations, and other studies are accurate and representative and conform with legal, policy, and administrative requirements.

RESPONSIBILITY:

Directs the Program Managers in the development of policies, procedures, and performance measures. Works with Program Managers to establish management tools (e.g. program, section, and individual training and work plans; spending plans; guidance and policy documents, etc.) to ensure uniformity in the implementation of water programs throughout the State and to bring stability and maturity to the programs. Reports to the Director, the Legislature, and the public on Program issues and accomplishments.

Alaska Pollutant Discharge Elimination System (APDES) Program – Position Descriptions

AUTHORITY:

Determines the appropriate level of Division participation in the planning, policy, and technical review of major development activities that affect water. Ensures the implementation of Division policy, including long- and short-term goals and objectives established by the Director, with a particular focus on consistent application of regulatory requirements statewide and across industry sectors and municipalities within a streamlined and modernized customer service delivery system.

WORK ACTIVITIES:

Approves the Division's Quality Management Plan and updates to the plan. Approves employee enforcement credentials. Serves as the first level of policy resolution with technical staff on regulations, permitting, and compliance and enforcement issues. Works with Program Managers to establish priorities and work plans. Sets standards of performances and quality and monitors the performance in meeting established goals and objectives. Directs the drafting of the Division's annual budget by Program Managers and the Administrative Manager for the Director's final review and approval.

MINIMUM QUALIFICATIONS:

The candidate must have a bachelor's degree in an environmental, physical, biological, or natural science; engineering; planning; natural resources; or public or business administration. In addition, the candidate must have either: 1) one year of experience managing the delivery of services in an environmental program and supervising professional level staff in a position equivalent to an Environmental Program Manager I; 2) two years of advanced professional experience in environmental regulation compliance, pollution control, or programs to improve or protect environmental quality in a position equivalent to an Environmental Program Specialist IV; or 3) three years of full working level professional experience in environmental regulation compliance, pollution control, or programs to improve or protect environmental quality in a position equivalent to an Environmental Program Specialist III or Environmental Engineering Associate.

Position Title: Program Manager

Class Title: Environmental Program Manager II

Pay Grade: 22

WORK DESCRIPTION:

Under general direction from the Director and Deputy Director, coordinates the work of multiple offices in different geographic locations to provide for all of a program's services statewide. Incumbents have significant responsibility for planning, organizing, directing, and controlling resources and program delivery; including developing and implementing procedural controls, budget development and control, personnel administration, and procurement.

SUPERVISION:

Incumbents have substantial responsibility for the exercise of independent judgment in employing, disciplining, or adjudicating grievances of subordinates. Incumbents are responsible for supervising professional staff with both program and scientific expertise.

MINIMUM QUALIFICATIONS:

The candidate must have a bachelor's degree in an environmental, physical, biological, or natural science; engineering; planning; natural resources; or public or business administration. In addition, the candidate must have either: 1) one year of experience managing the delivery of services in an environmental program and supervising professional level staff in a position equivalent to an Environmental Program Manager I; 2) one year of advanced professional experience in environmental regulation compliance, pollution control, or programs to improve or protect environmental quality in a position equivalent to an Environmental Program Specialist IV; or 3) two years of full working level professional experience in environmental regulation compliance, pollution control, or programs to improve or protect environmental quality in a position equivalent to an Environmental Program Specialist III or Environmental Engineering Associate.

WASTEWATER AUTHORIZATIONS PROGRAM

WORK RESULTS / PRODUCTS:

Ensures that permitting decisions are consistent across industry sectors and municipalities statewide. Directs the Division's efforts to develop streamlined and modernized wastewater permits by standardizing business practices, automating permit tracking and data reporting, expanding online application and reporting functions, and updating permit tools.

RESPONSIBILITY:

Oversees the management all Wastewater Discharge Authorizations Program staff and resources. Represents the department externally. Coordinates permitting activities with the Environmental Protection Agency (EPA).

AUTHORITY:

Sets direction and policy for the Wastewater Discharge Authorization Program, including the development of long- and short-term goals and objectives, with a particular focus on the consistent application of regulatory requirements statewide and across industry sectors and municipalities within a streamlined and modernized customer service delivery system.

WORK ACTIVITIES:

Manages the statewide Wastewater Discharge Authorization Program, which includes on-site domestic, domestic, nondomestic, stormwater, and pretreatment program responsibilities. Reviews permits to ensure that they prevent the discharge of wastewater pollution to fresh and marine waters, surface land, and subsurface water that could harm the environment or pose risks to human health. Analyzes and evaluates technical scientific data. Develops, implements, and coordinates programs providing appropriate, cost-effective solutions to environmental problems. Provides leadership, direction, training, and supervision to professional staff. Communicates orally and in writing with the general public, business representatives, Legislators, other elected officials, and professionals in a variety of fields on technical environmental issues and requirements. Coordinates permitting activities with EPA Region 10 as necessary.

COMPLIANCE AND ENFORCEMENT PROGRAM

WORK RESULTS / PRODUCTS:

Serves as the statewide lead in the Compliance and Enforcement Program within the Division of Water. Manages and implements all environmental compliance and enforcement activities associated with ensuring compliance with Alaska Pollutant Discharge Elimination System APDES permit requirements.

RESPONSIBILITY:

Manage all Compliance and Enforcement Program staff and resources. Represents the department externally. Coordinates compliance and enforcement activities with EPA and the Department's Environmental Crimes Unit, as necessary. Ensures that enforcement information is entered into the Division's Discharge Results and Online Permit System DROPS and Department's Complaint Automated Tracking System CATS databases.

Alaska Pollutant Discharge Elimination System (APDES) Program – Position Descriptions

AUTHORITY:

Sets direction and policy for the Compliance and Enforcement Program with a focus on the consistent application of regulatory requirements statewide and across industry sectors and municipalities.

WORK ACTIVITIES:

Manages and supervises all aspects and elements of the Division of Water's Compliance and Enforcement Program, which includes compliance evaluations, inspections, and civil enforcement. Participates in all Compliance Committee meetings to provide guidance, structure, and consistency to the process of determining the appropriate enforcement response for APDES permit violations. Coordinates civil compliance activities with the Wastewater Discharge Authorization Program, Attorney Generals Office and EPA Region 10, if necessary. Coordinates criminal environmental crimes investigation and enforcement activities with the Department's Environmental Crimes Unit or EPA's Criminal Investigation Division depending on the jurisdiction.

Position Title: Section Manager

Class Title: Environmental Program Manager I

Pay Grade: 21

WORK DESCRIPTION:

Under general direction from the Wastewater Discharge Authorization Program Manager, supervises the work of permitting staff located in several locations. Establishes budget and work plans and handles personnel matters in their unit. Serves as technical expert and establishes policy as necessary.

SUPERVISION:

Exercises independent judgment in employing, disciplining, and prioritizing work load of subordinates.

WORK RESULTS / PRODUCTS:

Implements Division policy and efforts to modernize permitting in unit. Establishes unit priorities. Ensures that permitting decisions made within the section are consistent.

RESPONSIBILITY:

Supervises all aspects and elements of a unit that specializes in either domestic or nondomestic wastewater authorizations. Coordinates on authorizations with EPA, when necessary. Represents the department externally.

AUTHORITY:

Sets direction and policy for the unit within the Wastewater Discharge Authorization Program. Under general direction from the Wastewater Discharge Authorization Program Manager, develops long- and short-term goals and objectives, with a particular focus on consistent application of regulatory requirements statewide.

WORK ACTIVITIES:

Manages a statewide unit within the Wastewater Discharge Authorization Program to reduce pollution from wastewater discharge point sources to fresh and marine waters, and subsurface water that could harm the environment or pose risks to human health. Analyzes and evaluates technical scientific data. Provides leadership, direction, training, and supervision to professional staff. Communicates on technical environmental issues and requirements with permittees, the general public, and professionals in a variety of fields. Develops complex permits. Reviews work of junior staff. Ensures that staff have sufficient training. Coordinates permitting activities with EPA Region 10, as necessary. May serve as a technical expert on the Compliance Committee.

MINIMUM QUALIFICATIONS

The candidate must have a bachelor's degree in an environmental, physical, biological, or natural science; engineering; planning; natural resources; or public or business administration. In addition, the candidate must have either: 1) one year of advanced professional experience in environmental regulation compliance, pollution control, or programs to improve or protect environmental quality in a position equivalent to an Environmental Program Specialist IV; or 2) two years of full working level professional experience in environmental regulation compliance, pollution control, or programs to improve or protect environmental quality in a position equivalent to an Environmental Program Specialist III or an Environmental Engineering Associate.

Position Title: Wastewater Permitter
Class Title: Environmental Engineering Associate
Pay Grade: 21

WORK DESCRIPTION:

Under general direction, performs professional environmental engineering work requiring the application of knowledge of the principles, methods, and techniques of engineering concerned with facilities and systems for controlling wastewater pollution. Issues wastewater permits and authorizations for major and complex facilities, which comply with state statutes and regulations and the federal Clean Water Act in order to prevent and reduce pollution. Participates on the Compliance Committee when a case involves noncompliance with a permit the incumbent issued, renewed, or manages.

SUPERVISION:

Does not supervise.

WORK RESULTS / PRODUCTS:

Performs a wide variety of related engineering work such as drafting and issuing wastewater discharge permits, authorizations, and associated support documents for complex facilities. Provides specialized technical and scientific expertise for design and operation of wastewater treatment processes.

RESPONSIBILITY:

Regularly performs the technical analysis of information submitted by applicants or permitted facilities and comes to independent decisions regarding the chemical and biological constituents contained within the wastewater, the impacts of the discharge on the receiving area, the assimilative capacity of the receiving area, the sensitivity of the receiving area, potential impacts on public health and aquatic life, adequacy of the treatment process, and the capability of the owner/operator to properly operate and maintain the treatment facility.

AUTHORITY:

Independently evaluates individual permit applications. Following division guidelines and policies, develops a permit and fact sheet or statement of basis and other applicable permit documents. Establishes effluent limits, complex mixing zones, and other permit testing and reporting requirements. Effluent limits with site specific or natural conditions must be approved by the Water Quality Standards and Wastewater Discharge Authorization managers. Coordinates communication with the applicant, conducts the public review of the draft permit, and writes the response to comments and edits the draft permit as necessary.

Under supervision, develops general permits. Independently issues authorizations to discharge under a general permit.

Alaska Pollutant Discharge Elimination System (APDES) Program – Position Descriptions

Finalizes individual and general permits and sends them to the Wastewater Discharge Authorization Program manager for approval.

WORK ACTIVITIES:

If requested by prospective permit applicant, conducts pre-application conference to provide expert technical assistance for projects of moderate complexity. May conduct a site visit. Drafts the permit, fact sheet, or statement of basis. Calculates effluent limits, determines monitoring requirements, and establishes special permit conditions. Establishes, or assists other permittees with establishing, complex mixing zones.

Works with the applicant, or in the case of a new general permit with the appropriate industry trade groups, during the review of the preliminary draft permit. Prepares the draft permit, fact sheet or statement of basis for public review and comment. May conduct a public meeting or hearing on the draft permit. Prepares a response to public comments and prepares a proposed final permit and amended fact sheet. Transmits the proposed final permit and amended fact sheet to the applicant, EPA, and any interested persons for a final review and posts the documents on the Department's website. Finalizes the permit and sends it to the section manager for review and then to the Wastewater Discharge Authorization Program Manager for approval.

Independently issues authorizations to discharge under a general permit.

Participates on the Compliance Committee as necessary.

MINIMUM QUALIFICATIONS:

The candidate must have a bachelor's degree in environmental engineering or a related branch of engineering and three years of engineering experience of which two years were equivalent to an Environmental Engineering Assistant II. A master's degree in environmental engineering or a related branch of engineering and one year of environmental engineering experience equivalent to an Environmental Engineering Assistant II also qualifies.

Position Title: Wastewater Permitter
Class Title: Environmental Program Specialist III
Pay Grade: 18

WORK DESCRIPTION:

Issues wastewater permits and authorizations for major and complex facilities, which comply with state statutes and regulations and the federal Clean Water Act in order to prevent and reduce pollution. Participates on the Compliance Committee when a case involves noncompliance with a permit that incumbent issued, renewed, or manages.

SUPERVISION:

Does not supervise.

WORK RESULTS / PRODUCTS:

Works independently to develop and issue wastewater permits, authorizations, and associated support documents for complex facilities. Conducts literature research on other state's policies, treatment methods, and requirements. Drafts policy and guidance documents as directed by the section manager.

RESPONSIBILITY:

Regularly performs the technical analysis of information submitted by applicants or permitted facilities and comes to independent decisions regarding the chemical and biological constituents contained within the wastewater, the impacts of the discharge on the receiving area, the assimilative capacity of the receiving area, the sensitivity of the receiving area, potential impacts on public health and aquatic life, adequacy of the treatment process, and the capability of the owner/operator to properly operate and maintain the treatment facility.

AUTHORITY:

Independently evaluates individual permit applications. Following division guidelines and policies, develops a permit and fact sheet or statement of basis and other applicable permit documents. Establishes effluent limits, simple mixing zones, and other permit testing and reporting requirements. Effluent limits with site specific or natural conditions must be reviewed by the Water Quality Standards and Wastewater Discharge Authorization managers. Coordinates communication with the applicant, conducts the public review of the draft permit, and writes the response to comments and edits the draft permit as necessary.

Under supervision, develops general permits. Independently issues authorizations to discharge under a general permit.

Finalizes individual and general permits and sends to the Wastewater Discharge Authorization Program manager for review and approval.

WORK ACTIVITIES:

If requested, independently conduct a pre-application conference with a permittee to clarify application requirements. Conducts a technical review of the application material to determine if sufficient information is provided to draft, modify, or reissue a permit. May conduct a site visit or request additional information if necessary. Drafts the permit based upon information provided in the permit application, facility file, and compliance history. Calculates effluent limits, determines monitoring requirements, and establishes special permit conditions. Establishes simple mixing zones. Develops a fact sheet or statement of basis as appropriate.

Works with the applicant, or in the case of a new general permit with the appropriate industry trade groups, during the review of the preliminary draft permit. Prepares the draft permit, fact sheet, or statement of basis for public review and comment. May conduct a public meeting or hearing on the draft permit. Prepares a response to public comments and prepares a proposed final permit and amended fact sheet. Transmits the proposed final permit and amended fact sheet to the applicant, EPA, and any interested persons for a final review and posts the documents on the Department's website. Finalizes the permit and sends it to the section manager for review and then to the Wastewater Discharge Authorization Program Manager for approval.

Independently issues authorizations to discharge under a general permit.

Participates on the Compliance Committee as necessary.

MINIMUM QUALIFICATIONS:

The candidate must have a bachelor's degree in an environmental, physical, biological, or natural science; engineering; planning; natural resources; or public or business administration and one year of working professional level experience in environmental regulations, pollution control, environmental damage recovery or programs to protect or improve environmental quality. This experience is met by service equivalent to an Environmental Program Specialist II.

Position Title: Wastewater Permitter

Class Title: Environmental Program Specialist II

Pay Grade: 16

WORK DESCRIPTION:

Issues permits and authorizations to minor and the least complex facilities, which comply with state statutes and regulations and the federal Clean Water Act to prevent and reduce pollution from wastewater discharge. Participates on the Compliance Committee when a case involves noncompliance of a permit that the incumbent issued, renewed, or manages.

SUPERVISION:

Does not supervise.

WORK RESULTS / PRODUCTS:

Under general direction, develops and issues wastewater permits, authorizations, and associated support documents for the least complex facilities.

RESPONSIBILITY:

Performs the technical analysis of information submitted by the least complex facilities. Under general direction, makes decisions regarding the chemical and biological constituents contained within the wastewater, the impacts of the discharge on the receiving area, the assimilative capacity of the receiving area, the sensitivity of the receiving area, potential impacts on public health and aquatic life, adequacy of the treatment process and the capability of the owner/operator to properly operate and maintain the treatment facility.

AUTHORITY:

Under general direction, evaluates individual permit applications for the least complicated facilities and develops straightforward general permits. Following division guidelines and policies, develops a permit and fact sheet or statement of basis and other applicable permit documents. Establishes effluent limits and other permit testing and reporting requirements. Coordinates communication with the applicant, conducts the public review of the draft permit, writes the response to comments, and edits the draft permit as necessary. Finalizes individual and general permits and sends to the Wastewater Discharge Authorization Program manager for approval. Independently issues authorizations to discharge under a general permit.

WORK ACTIVITIES:

May independently conduct a pre-application conference with a permittee to clarify application requirements. Receives and reviews permit applications for completeness. Conducts a technical review of the application material to determine if sufficient information is provided to draft, modify,

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or reissue a permit. May conduct a site visit or request additional information if necessary. Drafts the permit using information provided in the permit application, facility file, and compliance history. Calculates effluent limits, determines monitoring requirements, and establishes special permit conditions. If a mixing zone is appropriate, provides the necessary data to an environmental engineer. Develops a fact sheet or statement of basis as appropriate.

Works with applicant during the review of the preliminary draft permit. Prepares the draft permit, fact sheet or statement of basis for public review and comment. May conduct a public meeting or hearing on the draft permit. Prepares a response to public comments and prepares a proposed final permit and amended fact sheet. Transmits the proposed final permit and amended fact sheet to the applicant, EPA, and any interested persons for a final review and posts the documents on the Department's website. Finalizes the permit and send it to the section manager for review and then the Wastewater Discharge Authorization Program Manager for approval.

Independently issues authorizations to discharge under a general permit.

Participates on the Compliance Committee as necessary.

MINIMUM QUALIFICATIONS:

The candidate must have a bachelor's degree in an environmental, physical, biological, or natural science; engineering; planning; natural resources; or public or business administration. In addition, the candidate must have either: 1) one year of professional entry/trainee experience in environmental regulations, pollution control, environmental damage recovery, or programs to improve or protect environmental quality equivalent to an Environmental Program Specialist I; or 2) a master's degree from an accredited college in an environmental, physical, biological, or natural science; engineering; planning; or natural resources.

Position Title: Senior Compliance and Enforcement Officer
Class Title: Environmental Program Specialist IV
Pay Grade: 20

WORK DESCRIPTION:

Responsible for evaluating compliance with state statutes and regulations, the federal Clean Water Act, and wastewater discharge permit requirements for the most complex facilities. Provides technical support for significant, complex, civil and/or criminal proceedings for enforcement of the terms and conditions of state permits and appropriate water related laws, rules, and regulations. Mentors and trains junior staff.

SUPERVISION:

Supervises the work of Compliance and Enforcement Officers at the Environmental Program Specialist (EPS) II and EPS III levels. Regularly reviews the work of EPS II staff and issues any necessary compliance letters and notices of violations for infractions that the EPS II has discovered.

WORK RESULTS / PRODUCTS:

Performs work as a technical specialist conducting compliance evaluations, compliance assistance, inspections, and complaint response for the most complex facilities. Issues compliance letters and NOV's. Presents evidence and recommends potential enforcement action above the NOV level to the Compliance Committee. Participates on the Compliance Committee as a technical expert, often formulating innovative approaches to solving complicated or controversial compliance issues. Mentors junior staff.

RESPONSIBILITY:

Functions as the senior technical expert regarding implementation of the Department's compliance assurance strategy. Recommends annual inspection and enforcement goals to the Compliance and Enforcement Program Manager and designs statewide activities to meet the goals of the strategy. Participates in national work groups to ensure consistency in the Department's compliance and enforcement actions. Develops new or revised compliance policies, guidance, or requirements. Designs, evaluates and implements new or innovative methodologies to facilitate compliance by the regulated community.

AUTHORITY:

Exercises discretion and judgment in determining whether to broaden or narrow the scope of facility inspections or investigations. Compliance work performed by the incumbent is seldom reviewed for conformance with established policies or technical accuracy. Issues compliance letters and NOV's. If further enforcement action is necessary, the incumbent will bring the issue before the Compliance Committee.

WORK ACTIVITIES:

Responsible for monitoring the compliance status of the most complex facilities that discharge stormwater, domestic and nondomestic wastewater, or have a pretreatment program. Provides compliance assistance to the regulated community as appropriate. Conducts compliance evaluations (e.g. DMR and file review). Performs unannounced and announced compliance evaluation inspections and compliance sampling inspections, conducts exit interviews, and prepares inspection reports. Responds to complaints received by Department staff or the public. Responsible for working with other program staff to ensure that existing program guidance is fully implemented. Assists the Compliance and Enforcement Program Manager in setting annual inspection and compliance goals. As directed by the Compliance and Enforcement Program Manager, drafts guidance documents. Represents the Department statewide by collaboratively designing training and giving formal presentations to the public and other federal, state, and local government groups. Works with other divisions and sections regarding Department wide compliance issues, strategies, or policies. Provides training and assistance to junior staff.

MINIMUM QUALIFICATIONS:

The candidate must have a bachelor's degree in an environmental, physical, biological, or natural science; engineering; planning; natural resources; or public or business administration plus two years of experience in environmental regulation compliance, pollution control, environmental damage recovery, or programs to improve or protect environmental quality is required. This experience is met by service as an Environmental Program Specialist III with the State of Alaska, or its equivalent.

Position Title: Compliance and Enforcement Officer
Class Title: Environmental Program Specialist III
Pay Grade: 18

WORK DESCRIPTION:

Responsible for evaluating compliance with state statutes and regulations, the federal Clean Water Act, and wastewater discharge permit requirements for complex facilities. Provides technical support for significant civil and/or criminal proceedings for enforcement of the terms and conditions of state permits and appropriate water related laws, rules, and regulations.

SUPERVISION:

Does not supervise.

WORK RESULTS / PRODUCTS:

Conducts compliance evaluations, compliance assistance, and inspections. Responds to complaints and prepares enforcement actions for complex facilities. Issues compliance letters and NOV's. Presents evidence and recommends potential enforcement action above the NOV level to the Compliance Committee. Implements the enforcement response decided upon by the Committee.

RESPONSIBILITY:

Monitors the compliance status of complex facilities that discharge stormwater, domestic and nondomestic wastewater with state and federal laws and regulations, any previous enforcement directives, and the facility's permit. Conducts compliance evaluations (e.g. DMR and file review). Performs unannounced and announced compliance evaluation inspections and compliance sampling inspections, conducts exit interviews, and prepares inspection reports. Provides compliance assistance as necessary. Responds to complaints received by Department employees or the public. Inspects unpermitted facilities as necessary.

AUTHORITY:

Independently evaluates compliance documents, plans and conducts inspections, interprets compliance policies, and prepares inspection reports. Initiative and resourcefulness is used in deviating from, refining, or extending traditional methods and practices, or in developing and recommending new or modified methods, criteria or policies. Consults with the Senior Compliance and Enforcement Officer and/or Program Manager on potentially controversial or precedent setting issues. Issues compliance letters and NOV's. If further enforcement action is necessary, the incumbent will present the issue to the Compliance Committee.

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WORK ACTIVITIES:

Responsible for monitoring the compliance status of complex facilities that discharge stormwater, or domestic and nondomestic wastewater. Provides compliance assistance as appropriate. Conducts compliance evaluations (e.g. DMR and file review). Performs a facility inspection to determine compliance and identify defects and deficiencies. Reviews on-site records and inspects the entire facility including lift stations, laboratories used for conducting wastewater analysis, sampling points, and effluent and discharge locations. Observes operators perform on-site sampling and analysis of samples. Takes independent samples, notes, and photographs to document all necessary information. Conducts an exit interview with the facility manager to identify areas of potential noncompliance. Uses information gathered during inspection (from interviews, checklists, field notes, field tests, photographs, lab reports, etc.) to write a detailed and legally defensible inspection report that documents compliance or noncompliance with permit conditions and/or state and federal regulations. May seek technical guidance from the Senior Compliance and Enforcement Officer in complicated or unusual cases. Issues compliance letters and NOVs as necessary. If a higher level of enforcement is required, presents case and enforcement recommendation to the Compliance Committee. Implements any enforcement action recommended by the Committee.

MINIMUM QUALIFICATIONS:

The candidate must have a bachelor's degree in an environmental, physical, biological, or natural science; engineering; planning; natural resources; or public or business administration and one year of working professional level experience in environmental regulations, pollution control, environmental damage recovery or programs to protect or improve environmental quality. This experience is met by service equivalent to an Environmental Program Specialist II.

Position Title: Compliance and Enforcement Officer
Class Title: Environmental Program Specialist II
Pay Grade: 16

WORK DESCRIPTION:

Responsible for evaluating compliance with state statutes and regulations, the federal Clean Water Act, and wastewater discharge permit requirements for the least complex facilities. Under general supervision, performs routine compliance evaluations and recommends necessary enforcement action to the Senior Compliance and Enforcement Officer.

SUPERVISION:

Does not supervise.

WORK RESULTS / PRODUCTS:

Conducts compliance evaluations, compliance assistance, and inspections for the least complex facilities. Incumbent recommends enforcement actions to the Senior Compliance and Enforcement Officer, who may then issue a compliance letter or NOV.

RESPONSIBILITY:

Monitors the compliance status of the least complex facilities that discharge stormwater, domestic, and nondomestic wastewater with state and federal laws and regulations, any previous enforcement directives, and the facility's permit. Provides compliance assistance as necessary. Conducts compliance evaluations (e.g. DMR and file review). Performs unannounced and announced compliance evaluation and compliance sampling inspections, conducts exit interviews, and prepares inspection reports.

AUTHORITY:

Under general direction, evaluates compliance documents, plans and conducts inspections, and prepares inspection reports. At this level the regulatory frameworks are well established and defined and there are standard, conventional procedures, and techniques that apply to most situations encountered that can be carried out with minor modification or adaptation. Brings potential noncompliance to the attention of the Senior Compliance and Enforcement Officer who may then issue a compliance letter or NOV based upon the incumbent's work.

WORK ACTIVITIES:

Responsible for monitoring the compliance status of the least complex facilities that discharge stormwater, domestic, and nondomestic wastewater. Conducts compliance evaluations (e.g. DMR and file review). Performs facility inspections to determine compliance and identify defects and deficiencies. Reviews on-site records and inspects the facility including sampling points and effluent and discharge locations. Takes independent samples, notes and photographs to document

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all necessary information. Conducts an exit interview with the facility manager to identify areas of potential noncompliance. Uses information gathered during inspection (from interviews, checklists, field notes, field tests, photographs, lab reports, etc) to write a detailed, legally defensible inspection report that documents compliance or noncompliance with permit conditions and/or state and federal regulations. If enforcement is necessary, refers case to Senior Compliance and Enforcement Officer who may then issue a compliance letter or NOV. As necessary, assists the Senior Compliance and Enforcement Officer in presenting the case and the enforcement recommendation to the Compliance Committee. Investigates complaints concerning minor facilities. Provides compliance assistance as appropriate, especially for smaller communities or facilities.

May assist Senior Compliance and Enforcement Officer and EPS III with inspections of more complex facilities.

MINIMUM QUALIFICATIONS:

The candidate must have a bachelor's degree in an environmental, physical, biological, or natural science; engineering; planning; natural resources; or public or business administration. In addition, the candidate must have either: 1) one year of professional entry/trainee experience in environmental regulations, pollution control, environmental damage recovery, or programs to improve or protect environmental quality equivalent to an Environmental Program Specialist I; or 2) a master's degree from an accredited college in an environmental, physical, biological, or natural science; engineering; planning; or natural resources.

Position Title: Engineering Supervisor
Class Title: Technical Engineer II
Pay Grade: 25

WORK DESCRIPTION:

Supervises and provides support to technical staff, including other professional engineers, located in the Anchorage, Juneau, Soldotna, Wasilla, and Fairbanks. Works with staff members by providing technical guidance, establishing technical priorities in their projects, setting standards of performance and quality, and monitoring the performance of the program in meeting goals and objectives.

SUPERVISION:

Manages and supervises two Environmental Engineer II positions. This group serves as the technical engineering experts for the Division of Water, Water Quality Programs.

WORK RESULTS / PRODUCTS:

Provides technical engineering expertise and process control knowledge of wastewater treatment to the applicable requirements in the mining, oil and gas, seafood, municipal/sewage, and other industries. Provides technical guidance to permitting and compliance and enforcement staff in a broad range of areas including design and operation of physical, chemical, and biological treatment processes.

RESPONSIBILITY:

Is assigned the most complex and controversial wastewater treatment system projects in the state, including world-class mining operations and oil and gas development projects of statewide significance. Projects are controversial or complex due to use of unproven technologies, risk, public concern, and cost.

AUTHORITY:

Sets state policy and standards for engineering design, construction, and operation of wastewater treatment plants for on-site domestic, domestic, non-domestic, and stormwater discharges across the state. Finalizes and communicates design, construction, and operation standards to other state and federal agencies, staff, industry representatives, and professionals in the field. Serves as the final technical authority for wastewater treatment engineering practices. Completed work is reviewed by upper management only for adequacy in terms of meeting objectives and cost.

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WORK ACTIVITIES:

Participates in and directs detailed engineering reviews of complex permit applications to ensure that the project complies with national and state wastewater treatment system laws, regulations, and policies. Reviews and approves the computer modeling of complex mixing zones and the establishment of effluent limits with site specific or natural conditions.

MINIMUM QUALIFICATIONS:

The candidate must be registered as a professional engineer and have three years of professional engineering experience (Engineer I or higher), of which one year was equivalent to an Technical Engineer I or Engineer II.

Position Title: Environmental Engineer II
Class Title: Environmental Engineer II
Pay Grade: 23

WORK DESCRIPTION:

Functions as a statewide environmental engineering consultant on facilities that discharge wastewater. Provides engineering, technical, and regulatory guidance to Division staff and the private sector. Performs engineering work related to studies which are complex, require advanced skills, and may substantially affect the success or failure of the Division.

SUPERVISION:

May sign off on design documents and plans reviewed by Environmental Engineering Associates.

WORK RESULTS / PRODUCTS:

Provides specialized professional engineering and technical expertise when evaluating complex wastewater treatment system design during the permitting process. Models mixing zones for complex facilities or situations. Provides the Compliance and Enforcement Program with wastewater engineering expertise, as needed. Interprets the intent of regulatory language, both verbally and in written form, to agency and non-agency staff as well as to consulting engineers.

RESPONSIBILITY:

Responsible for determining how to best reduce impacts to the environment from wastewater discharges. Provides authoritative guidance to the Department's top management and other state and local staff on wastewater treatment.

AUTHORITY:

Drafts state policy and standards for engineering design, construction, operation of wastewater treatment plants, and the determination of mixing zones for wastewater discharges across the state.

WORK ACTIVITIES:

If requested by prospective permit applicant, conducts pre-application conference for the most complex projects to provide expert technical assistance regarding the information necessary to submit a complete permit application. Works with the permitter to determine complex mixing zones that require extensive modeling. Designs studies, secures funding for and oversees study projects that provide data to resolve wastewater discharge and permitting issues. Researches national engineering standards and adapts national criteria for use in arctic and sub-arctic conditions. Finalizes and communicates design, construction, and operation standards to other state and federal agencies, staff, industry representatives, and professionals in the field. Ensures that engineering work is technically and economically feasible and complies with federal and state laws, regulations, and standards.

Alaska Pollutant Discharge Elimination System (APDES) Program – Position Descriptions

Assists the Compliance and Enforcement program staff in evaluating evidence and documents relating to alleged pollution incidents or environmental damage. Recommends technical solutions, develops technical justification for enforcement, and provides expert testimony in connection with compliance and enforcement work.

MINIMUM QUALIFICATIONS:

The candidate must have a bachelor's degree in environmental engineering or a related branch of engineering and four years of engineering experience which includes two years that must be equivalent to an Environmental Engineering Associate or Environmental Engineer I with the State of Alaska. A master's degree in environmental engineering or a related branch of engineering and two years of environmental engineering experience equivalent to an Environmental Engineering Associate or Environmental Engineer I with the State of Alaska also qualifies.

Must be registered as a professional engineer by the State of Alaska.

Position Title: Environmental Engineer I
Class Title: Environmental Engineer I
Pay Grade: 22

WORK DESCRIPTION:

Performs professional engineering work by routinely exercising sound and appropriate professional judgment in complex matters. Effectively communicates program information and regulatory requirements to a variety of interest groups and stakeholders.

SUPERVISION:

May sign off on design documents and plans reviewed by Environmental Engineering Associates.

WORK RESULTS / PRODUCTS:

Makes engineering recommendations to the permitting staff based upon the application of laws, regulations, and appropriate guidelines regarding the design, construction, and operation of wastewater collection, treatment, and disposal systems. The products are permits that prevent and abate adverse public health and environmental impacts. Provides the Compliance and Enforcement Program with wastewater engineering expertise, as needed. Interprets the intent of regulatory language, both verbally and in written form, to agency and non-agency staff as well as to consulting engineers.

RESPONSIBILITY:

Provides regulatory oversight and performs on-site domestic, domestic, nondomestic and stormwater engineering plan reviews and approvals based upon the application of civil, environmental, and sanitary engineering theories, concepts, principles, and practices.

AUTHORITY:

Using appropriate regulatory and engineering criteria, reviews and approves or denies engineering analyses related to the technical feasibility of water pollution control equipment. During the review process, the incumbent must be able to tactfully interact with professional engineers, property owners, and system operators to help find acceptable solutions.

WORK ACTIVITIES:

If requested by prospective permit applicant, conducts pre-application conference to provide expert technical assistance regarding the information that must be provided in order to submit a complete permit application for complex projects. Reviews complex individual and general permit applications. Determines if engineering designs conform to current professional practices of civil, sanitary, environmental, and on occasion, arctic engineering resulting in compliance with applicable provisions of the Wastewater Disposal and Water Quality Regulations. Works with the permitter to determine complex mixing zones.

Alaska Pollutant Discharge Elimination System (APDES) Program – Position Descriptions

Provides Compliance and Enforcement Program staff with information and technical assistance regarding the design, installation and operation of domestic and nondomestic wastewater treatment and disposal systems. May participate on the Compliance Committee. Provides expert testimony on compliance and enforcement issues in court, as necessary.

MINIMUM QUALIFICATIONS:

The candidate must have a bachelor's degree in environmental engineering or a related branch of engineering and three years of engineering experience of which two years must be equivalent to an Environmental Engineering Assistant II. A master's degree in environmental engineering or a related branch of engineering and one year of environmental engineering experience equivalent to an Environmental Engineering Assistant II with the State of Alaska also qualifies.

Must be registered as a professional engineer (PE) by the State of Alaska.

Class Title: Environmental Program Technician

Pay Grade: 13

WORK DESCRIPTION:

Provides paraprofessional assistance to higher level staff in processing permit applications and managing compliance information. The work requires narrowly focused evaluative judgments within specific aspects of the program and the direct application of established policies, practices, and criteria as set forth in manuals, regulations, and statutes.

SUPERVISION:

Does not supervise.

WORK RESULTS / PRODUCTS:

Follows quality control procedures to verify the accuracy and completeness of data in the permit tracking and compliance database management systems, takes corrective action when data is incorrect, enters and/or electronically imports data, tests data systems, and serves as an expert user/trainer of the data management systems for permitting staff, compliance and enforcement staff, and outside permittees.

RESPONSIBILITY:

Maintains accurate and complete wastewater permitting, compliance monitoring, and enforcement data in complex, inter-linked data systems.

AUTHORITY:

Serves the Water Quality Programs by entering wastewater permitting and compliance data into the appropriate data systems, correcting incorrectly entered data, and producing standard reports.

WORK ACTIVITIES:

Reviews permit applications to ensure that they are administratively complete. Enters permit application information and compliance monitoring information and reports into DROPS. Enters compliance and enforcement actions into DROPS and when necessary into CATS. Manually enters data into EPA's new Integrated Compliance Information System – National Pollutant Discharge Elimination System (ICIS-NPDES) until electronic transfer of information from DROPS is available. Performs quality control review of entered data. Scans hard copy files and stores them in the appropriate electronic system. Serves as an expert user and trainer of data entry systems for permitting and compliance and enforcement staff. Instructs the regulated community in how to submit data electronically. Produces standard reports from data systems for program and section manager review.

Alaska Pollutant Discharge Elimination System (APDES) Program – Position Descriptions

MINIMUM QUALIFICATIONS:

The candidate must have one year of advanced clerical experience in a resource management or resource development organization, or environmental oversight, or evaluation organization where the duties included identifying environmental requirements and explaining programs or services. Post-secondary education in environmental or natural resource studies; a physical, biological or natural science; planning; or engineering will substitute for the required experience (3 semester hours/4 quarter hours equal one month).

Position Title: Quality Assurance Officer

Class Title: Chemist IV

Pay Grade: 20

WORK DESCRIPTION:

Manages the Division of Water Quality Assurance/Quality Control (QA/QC) program to ensure that environmental sample collection and analysis activities which the Division undertakes, funds, or uses to make decisions is properly collected, analyzed, and is of sufficient scientific quality for its intended purpose.

SUPERVISION:

Does not supervise.

WORK RESULTS / PRODUCTS:

Ensures that collected environmental data is precise, valid, comparable, and defensible and can be used to define the quality of Alaska's surface and sub-surface waters, determine if a permit is in compliance, and that restoration actions are effective. These objectives are achieved through training, guidance development, and audits. Ensures that data developed through Division activities is defensible if used as a basis for civil or criminal enforcement actions.

RESPONSIBILITY:

Manages the Division's quality assurance/quality control (QA/QC) program to ensure the validity of water monitoring and measurement data. The QA process integrates "quality" into project planning, pre-deployment preparation, site installation, field sampling, data collection and handling, lab analysis, data reduction and interpretation, and result and conclusions to meet the end user's desired needs. Failure to maintain the highest level of QA/QC can result in the loss of valid data, inability to perform effective regulatory oversight, result in incorrect waterbody decisions, and the inability to provide defensible data for civil or criminal investigations and decisions.

AUTHORITY:

Serves as the Water Quality Programs technical expert on QA, providing support and assistance to water Program staff and managers.

WORK ACTIVITIES:

Develops and updates the Water Quality Programs Quality Management Plan. Develops and/or approves program specific Quality Assurance Project Plan guidelines and templates. Approves Quality Assurance Project Plans (QAPPs). Reviews and audits QAPPs developed by regulated community for conformance with QA/QC requirements. Trains water program staff in QA/QC procedures. Audits water program staff QA/QC performance.

MINIMUM QUALIFICATIONS:

The candidate must have a bachelor's degree with a major in chemistry and four years of increasingly responsible professional laboratory experience as a chemist, biochemist, geochemist, or closely related position. Experience must have included independent responsibility for making quantitative and qualitative analyses with intensive specialization in a class of chemical compounds or products. Graduate study in any of the chemistry related areas indicated in this section may substitute for the required experience (on a year-for-year basis) up to a maximum of two years.