



CLASS TITLE | ENVIRONMENTAL COMPLIANCE COORDINATOR

PAY GRADE: ST-34 | www.cityoftulsa.org/pay

Effective Date: 01/07/2026

CLASS CODE: 2625

****PAY INCREASE OPPORTUNITIES OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for technical and administrative work involving all areas of environmental protection and regulatory compliance with primary emphasis on drinking water, wastewater or storm water system sampling, flow, concentration and pollutant loading calculations, pretreatment system design reviews, inspections and improper discharge or drinking water investigatory activities and performs other related assigned duties.

ESSENTIAL TASKS:

- Reviews and coordinates the work of subordinate personnel in drinking water system, industrial pretreatment or storm sewer discharge programs and other environmental or public health areas
- May inspect and permit new or existing sources of industrial waste discharges
- Assists industry's effort in pollution prevention and water conservation through the distribution of publications, training and site assessments
- Assists in the dissemination and presentation of public health or environmental awareness information
- Investigates reports of drinking water complaints in distribution system, illegal or problem waste entering the sanitary or storm sewer systems and initiates appropriate remedial procedures
- Inspects and/or reviews pretreatment system plans of proposed industrial or commercial wastewater sources
- Assists in administration of drinking water compliance monitoring, pretreatment, storm water, hazardous materials, pollution prevention or other programs
- Directs and trains personnel and assists in ensuring compliance with applicable federal, state and local drinking water and sanitary pretreatment standards and discharge limitations or storm water regulations and permits
- Assists data computerization needed for report generation and distribution to industries, citizens and regulatory agencies
- Revises and interprets pertinent federal, state and local regulations
- Performs/oversees sampling of drinking water, sanitary sewer or storm water systems with specialized sampling equipment
- May respond to hazardous chemical releases to the sanitary and/or storm water systems and supervises clean-up of releases or spills
- Performs environmental assessments of property
- Compiles, analyzes and interprets data
- Prepares and presents reports, purchase requisitions and budget requests
- Maintains various records and inventory



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- Researches new/pending regulations, anticipate impact, disseminate information and prepare for implementation
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in environmental or chemical engineering, chemistry, biology, environmental science, geology or hydrogeology, **and**;
- (b) Two (2) years' experience related to water and wastewater treatment, industrial waste disposal or storm water management

PROFICIENCY #1 (All Divisions): Employees will be eligible for a one-step increase upon successful completion of:

- Six (6) months' experience as an Environmental Compliance Coordinator and
- Receives a "Proficient" rating on the most current performance evaluation

Public Works

- Possession of or ability to obtain an OSHA 40-hour Hazardous Waste Operator's Certificate, not previously submitted
- Demonstrate knowledge of MS4 Permit OKS000201 through a minimum score of 80% on the MS4 Permit knowledge test
- Completion of Defensive Driving or Customer Service Training, not previously submitted, as approved by management

Water and Sewer:

- Possession of or ability to obtain an OSHA 40-hour Hazardous Waste Operators Certificate, not previously submitted
- Completion of Defensive Driving, not previously submitted, as approved by management

PROFICIENCY #2 (All Divisions): Employee will be eligible for a one-step increase upon successful completion of:

- Twelve (12) months experience as an Environmental Compliance Coordinator, and,
- Receives a "Proficient" rating on the most current performance evaluation

Public Works 2nd Proficiency:

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- Obtains a Class "C" Water, Wastewater, or Lab License from the Oklahoma Department Environmental Quality (ODEQ), not previously submitted, as approved by management
- Demonstrate knowledge of Stormwater Management Program through the minimum score of 80% on the MS4 Permit Stormwater Management Program test, and,
- Oklahoma Conservation Commission Fish School training or Floodplain Managers 101 Training as approved by management, and,
- Certification from the University of Oklahoma Water Survey for Certified Erosion Control Inspector

Water and Sewer 2nd Proficiency:

- Demonstrate knowledge of regulations under the Safe Drinking Water Act through the minimum score of 80% on the Drinking Water Compliance Monitoring test, and
- Obtains a Class "C" Water or Wastewater Works or Lab License from the Oklahoma Department of Environmental Quality (ODEQ), as approved by management, and
- Completes Customer Service 101, and Communication That Counts or, one (1.0) course credit from an internal City of Tulsa Development Training Courses related to Communication and Interpersonal Skills such as Dealing with Difficult People, Listening Skills 101, Conflict Resolution 101, not previously submitted, as approved by management

3rd PROFICIENCY (All Divisions): Employee will be eligible for a one-step increase upon successful completion of:

- Eighteen (18) months experience as an Environmental Compliance Coordinator, and
- Receives a "Proficient" rating on the most current performance evaluation

Public Works 3rd Proficiency:

- Demonstrate knowledge of Title 11-A, Chapter 5 (Pollution) Ordinance with the minimum test score of 80% on the Pollution Ordinance knowledge test and,
- Certifies as a MS4 Qualified Stormwater Inspector (QSI) and/or certifies to perform Low impact Development Inspections and/or completes Environmental Crimes Training through ODEQ, as approved by management, and
- Completion of Innovation Champions or Six Sigma Yellow, as approved by management

Water and Sewer 3rd Proficiency:

- Completion of Water Distribution System courses (Safety & Distribution facilities), as approved by management
- Obtains a Class "B" Water or Wastewater Works or Lab License from QDEQ, as approved by management, and



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- Completes Getting Things Done at Work, or Managing Self at Work, or one (1.0) course credit from an internal City of Tulsa Development Training course(s) related to Development for Personal Growth such as Ultimate Time Management, not previously submitted, as approved by management

4th PROFICIENCY (All Divisions): Employees will be eligible for a one-step increase upon successful completion of:

- Twenty-four (24) months experience as an Environmental Compliance Coordinator, and
- Receives a "Proficient" rating on the most current performance evaluation

Public Works 4th Proficiency:

- Obtains a Class "B" Water, Wastewater or Lab License from QDEQ, not previously submitted as approved by management, and
- Completion of FEMA National Incident Management System IS-100C Introduction to the Incident Command System, as approved by management, and
- Completion total of eighty (80) accredited college hours with courses in a related field, and
- Completion of Leadership U or Six Sigma Green, as approved by management

Water and Sewer 4th Proficiency:

- Obtains a Class "A" Water, Wastewater or Lab License from ODEQ, as approved by management, and
- Completes Water Distribution System (Disinfection & Operation and Maintenance Management), not previously submitted, as approved by management, and
- Completes Critical Thinking and Decision Making, or Leadership Basics, or Creative Problem Solving, or one (1.0) course credit from an internal City of Tulsa Development Training course(s) related to Business Leadership Skills such as Diploma in Customer Service, Organizational Behavior in Business, Delegation Skills, not previously submitted, as approved by management

Knowledge of:

- Considerable knowledge of principles and practices of environmental engineering, chemistry and related environmental concerns
- Good knowledge of drinking water distribution systems, treatment processes and storm water management practices or sanitary sewage collection systems and treatment processes
- Good knowledge of computers and computer database, word processing and spreadsheet programs



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Ability to:

- Plan and supervise the work of others
- Conduct tests utilizing specialized technical equipment
- Keep accurate records and statistical data
- To understand and influence the behavior of internal and external customers to achieve job objectives and cause action or understanding

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, frequent lifting and carrying up to 50 pounds; may be subject to sitting for extended periods of time, walking, standing, bending, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and occasionally outdoors and in inclement weather; requires travel to various City locations to conduct inspections and spill responses; may be exposed to industrial chemicals and hazardous materials and may be subject to call-back.

EEO Code: N-02

Group: Engineering, Planning & Technical

Series: Sub-professional Engineering & Technical