



Verification	Originator	Approved	Issued
Initials	SS	ST	ST
Date	09/26/2014	12/15/2014	12/15/2014

Title: COFL-GTL-ED-4.4.1-2 Roles and Responsibilities Matrix

Person responsible:	ESMS Coordinator	
Area of application:	George T. Lohmeyer Wastewater Treatment Plant (GTL)	
Document location:	www.fortlauderdale.gov/ESMS	
Revisions		
Rev. No.	Date	Description
001	7/9/15	Change Facilities Maintenance Manager name to Corey Callier, added Cesar Alza as new Regional Chief Wastewater Operator for GTL, corrected Compliance Evaluation Team.
002	11/18/15	Added Talal-Abi Karam as member of the ESMS Core Team and removed Julie Leonard from the team. Changed Public Works Director from Hardeep Anand to Acting Public Works Director – Paul Berg. Changed Management Rep from Susanne Torriente to Diana Alarcon.
003	2/4/16	Removed Patrick Long as Regional Wastewater Facility Manager and replaced with “Steve Curmode as Acting Regional Wastewater Facility Manager”. Removed Gary Durrant from Compliance Evaluation Team. Added Jennifer Alvarez as Procurement Manager. Add Richard Matherson and Don Hering to Compliance Evaluation



Team. Add Bennie Lynch to GTL Core Team (representing the injection wellfield).

004	4/25/16	Removed Jim Koeth as Internal Audit Team Leader and added Adrienne Ehle as his replacement. Removed Carlos Berriz and Sarah Saunders from Internal Audit Team and replaced with TBD and updated Paula Romo to Acting Structural Innovations Manager. Added Althea Pemsel as Senior Procurement Specialist to the Management Review Team.
005	7/19/16	Added Contract Administrator category and related names/positions.

Recurring action items

Activity	Responsibility	Frequency
1. Review and, if necessary, revise the specific roles and responsibilities of personnel involved in the ESMS.	ESMS Core Team	Annually
2. Communicate the roles and responsibilities to employees responsible for the maintenance of the ESMS within GTL.	Regional Wastewater Facility Manager	Continual (On-going)
3. Encourage involvement of employees in various roles and responsibilities to support the ESMS.	Regional Wastewater Facility Manager/ESMS Coordinator	Continual (On-going)



COFL Job Title	Employee(s) ESMS Team Member	Description of Responsibilities in the ESMS
- City Manager	Lee Feldman	<ul style="list-style-type: none"> • Assigning the necessary resources to ensure the implementation and control of the ESMS. Resources include the consideration of infrastructure, information systems, training, technology, financial, human resources, and resources specific to operations. • Reviewing and approving the procedure and related documents for the element 4.4.1 Resources, roles, responsibility and authority in the ISO 14001 standard. • Assigning a Management Representative with sufficient authority, awareness, competence and resources to oversee the responsibilities of the ESMS. This will include reporting to the City Manager. • Provide reports to the Mayor and Commission. • Specific responsibilities are outlined in COFL-GTL-ED-4.4.1-2 Roles and Responsibilities Matrix.
- Management Representative / Transportation & Mobility Director	Diana Alarcon	<ul style="list-style-type: none"> • Serves as ESMS Management Representative. • Supervises the initial employee awareness training. • Oversees the ESMS Core Team in the development and continual implementation of the ESMS. • Endorses the Environmental Policy and ensures adherence to the policy during decision-making processes. • Ensures the necessary resources for implementation of the ESMS, including infrastructure, information systems, technology, training, other financial resources, and human resources. • Assures that each Department is committed to continual improvement of the ESMS. • Leads the Management Reviews of ESMS policies, procedures and



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		documents. <ul style="list-style-type: none"> • Approves documents
ESMS CORE TEAM - Assistant Public Works Director – Utilities - Water/Wastewater Treatment Manager - Environmental Services Manager -Storm Water Operations Manager - Regional Wastewater Facility Manager - Lab Chemist	Talal Abi-Karam Miguel Arroyo Todd Hiteshew Marie Pierce Steve Curmode (Acting) Mark Friedland Richard Matherson	<ul style="list-style-type: none"> • The Core Team in conjunction with the ESMS Management Representative will actively participate during the creation and development of the Environmental and Sustainability Management System (ESMS). • Members of the Management Review Team



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- Chief Water Operator		
-Assistant Public Works Director – Utilities	Talal Abi-Karam	<ul style="list-style-type: none"> • Member of the ESMS Core Team • Communicate roles and responsibilities of ESMS • Supports the development and continual implementation of the ESMS; • Participate in the Management Review of ESMS policies, procedures and documents; Participate in the Emergency Preparedness Plan Review • Assure that each employee within his/her division complies with ESMS policies, procedures and documents. • Oversees Objectives, Targets and Programs action plans.
-Water and Wastewater Treatment Manager	Miguel Arroyo	<ul style="list-style-type: none"> • Member of the ESMS Core Team. • Participates in the Management Review of ESMS policies, procedures and documents. • Develops a procedure addressing the Legal & Other Requirements. Review the current list of environmental aspects and develop a list of legal and other requirements that apply to GTL. • Assures that each employee within the division complies with ESMS policies, procedures, and documents. • Ensures that GTL activities comply with environmental regulations and permit requirements and other policies and procedures of the ESMS.



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-Regional Wastewater Facility Manager	Steve Curmode (Acting)	<ul style="list-style-type: none"> • Member of the ESMS Core Team. • Participates in the Management Review of ESMS policies, procedures and documents. • Oversees SOPs and other Operational Controls pertaining to the purchases of materials and/or services with environmental impacts. • Documents procedures and Standard Operating Procedures (SOP's) pertaining to operations (handling, shipping and receiving, and hazardous waste handling). • Assures that delivery, transport, handling, and storage of materials within GTL is performed in accordance with environmental regulations, permit requirements, and other policies and procedures of the ESMS. • Ensures contractor support of ESMS policies through contractual obligations. • May Serve as Emergency Incident Commander.
-Environmental Services Manager	Todd Hiteshew	<ul style="list-style-type: none"> • Member of the ESMS Core Team. • Chairs the ESMS Environmental Aspects sub team. • Participates in the Management Review of ESMS policies, procedures and documents. • Ensures that GTL activities comply with environmental regulations and permit requirements and other policies and procedures of the ESMS. • Develop, plan, schedule, implement and maintain self-audit environmental compliance evaluations.



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- Storm Water Operations Manager	Marie Pierce	<ul style="list-style-type: none"> • Member of the ESMS Core Team. • Serves as general coordinator and document manager of the ESMS. • Participate in the Management Review of ESMS policies, procedures and documents. • Organize and oversee the general internal and external communication of ESMS information (such as memos, schedules, newsletters and website). • Maintain the accuracy and integrity of the ESMS documents, forms and records. • Maintain control of the ESMS documents, forms and records, and ensures they are available electronically and in the Administration Department files. • Serve on an ESMS sub-team, as needed.
ESMS Coordinator	Mary Ann Johnston	<ul style="list-style-type: none"> • Manage, maintain and coordinate the continual improvement of the ESMS for GTL • Ensuring that a current copy of the ESMS is maintained in the website at www.fortlauderdale.gov/ESMS • Participates in the Management Review of ESMS policies, procedures and documents; • Participate in the Emergency Preparedness Plan Review • Communicates the Environmental Policy to employees and those persons working for, or on behalf of, GTL. • Ensures that GTL activities meet environmental regulations, permit requirements, and other policies of the ESMS; • Ensures that ESMS procedures and SOPs are established, maintained and followed; • Collaborates with the ESMS Core Team and Regional Wastewater Facility Manager on training needs and programs; • Reviews nonconformance resulting from daily activities, internal audits or third-party (external) audits;



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		<ul style="list-style-type: none"> • Reports to the Management Representative on ESMS performance, and opportunities for improvement.
Lab Chemist	Mark Friedland	<ul style="list-style-type: none"> • Member of the ESMS Core Team. • Participates in the Management Review of ESMS policies, procedures and documents.
Chief Water Operator	Richard Matherson	<ul style="list-style-type: none"> • Member of the ESMS Core Team. • Participates in the Management Review of ESMS policies, procedures and documents.
GTL TEAM - Environmental Services Manager - Regional Wastewater Facility Manager - Regional Chief Wastewater Operator - Regional Chief Wastewater Operator - Chief Mechanic	Todd Hiteshow Steve Curmode (Acting) Robert Harris Cesar Alza Tom Fatout	<ul style="list-style-type: none"> • Train and communicate pertinent SOPs and other Operational Controls to the employees under their supervision. • Review any environmental regulations, permit requirements, and other policies of the ESMS that are pertinent to the activities of the employees under their supervision. • Ensure that employees at GTL have the necessary training, tools and resources to meet the requirements of ESMS. • Communicate employee feedback on the Environmental Policy and other issues of the ESMS to the ESMS Core Team. • Serve on the ESMS Team for Legal & Other Requirements. • Responsible for the initial development and quarterly review of Objectives, Targets and Programs. • Will identify activities and operations associated with Monitoring and



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- Senior Project Manager, Engineering - Parks Foreman -Service Clerk I	Jorge Holguin Bennie Lynch Misti Youel	Measurement of Significant Aspects.
- Regional Chief Wastewater Operator	Robert Harris/Cesar Alza	<ul style="list-style-type: none"> • Serve on the ESMS sub-team • Responsible for monitoring and implementation of the Objectives, Targets and Programs action plans. • Responsible for Operational Controls Standard Operating Procedure (SOP) Tracking Log • Implementation of Corrective Action and Preventative Action procedure.
Management Review Team City Manager Management Representative/Transportation & Mobility Director Assistant Public Works Director – Utilities Water and Wastewater Treatment	Lee Feldman Diana Alarcon Talal Abi-Karam Miguel Arroyo	<ul style="list-style-type: none"> • Participates in the Management Review meetings for GTL • Involved in the evaluation of the Environmental Policy, Objectives, Targets and Programs and other elements of the ESMS.



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Manager Environmental Services Manager Regional Wastewater Facility Manager Stormwater Manager Acting Public Works Director Assistant Public Works Director – Sustainability Distribution and Collections Manager/Director- Information Technology Senior Procurement Specialist ESMS Coordinator	Todd Hiteshew Steve Curmode (Acting) Marie Pierce Paul Berg Dr. Nancy Gassman Rick Johnson Mike Maier Althea Pemsel Mary Ann Johnston	
GIS Specialist	John Stahl	<ul style="list-style-type: none"> • GIS coordinator for GTL. • Provide map and locate the stormwater drains and lines within GTL • Created GTL site plan



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<ul style="list-style-type: none"> - Environmental Resource Supervisor - Environmental Inspector - Treatment 	Larry Teich Keith Chin	<ul style="list-style-type: none"> • Member of the ESMS sub-Team. • Ensure construction and site maintenance activities meet environmental regulations, permit requirements, and other policies of the ESMS. • Compile initial and updated lists of potential problem areas in the Wastewater Treatment Facility storm water collection system.
Procurement Division	Jennifer Alvarez or Designee	<ul style="list-style-type: none"> • Assist with purchasing items related to the ESMS
Compliance Evaluation Team Leader -Laboratory Supervisor	James Crawford	<ul style="list-style-type: none"> • Will coordinate the planning of self-audits, conducting self-audits, and communicating the self-audit reports to the appropriate staff. • Assisting the Management Representative with the selection and designation of the Compliance Evaluation Audit Teams
Compliance Evaluation Team Regional Chief Wastewater Operator Environmental Inspector Regional Water Facility Manager(s)	Cesar Alza Alejandra Simon Richard Matherson Don Hering	<ul style="list-style-type: none"> • Participate in conducting self-audits, and communicating the self-audit reports to the appropriate staff.
Internal Self-Audit Team Leader Environmental Analyst	Adrienne Ehle	<ul style="list-style-type: none"> • Will coordinate the implementation of an Internal Self-Audit on an annual basis



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Internal Self-Audit Team Program Manager Stormwater Manager Environmental Services Manager Acting Assistant Airport Manager Financial Administrator Administrative Assistant II Senior Accountant Risk Management Coordinator Senior Performance Analyst Senior Performance Analyst Telecommunications Manager Senior Performance Analyst ESMS Coordinator	TBD Marie Pierce Todd Hiteshew Florence Straugh Valerie Florestal Samantha Timko Pamela Winston Matthew Cobb TBD TBD Troy Bailey Jason Boutilier Mary Ann Johnston	<ul style="list-style-type: none"> • Persons conducting the audit shall be competent and in a position to do so impartially and objectively. Auditors shall be free from responsibility for the activity being audited. •



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Contract Administrator	Varies	<ul style="list-style-type: none"> • Administer contracts at the GTL Fenceline • Responsible for ensuring that Contractors acting within the GTL Fenceline meet environmental regulations, permit requirements, and other policies of the ESMS
Public Affairs Office Public Affairs Manager Public Information Specialist	Chaz Adams Or Shannon Vezina	<ul style="list-style-type: none"> • Involved in the development of the communication of the ESMS • Assisted with messaging the environmental aspects • Provide communication for employee feedback on the Environmental Policy and • Message continual improvements of the significant aspects to employees
Employees	At GTL	<ul style="list-style-type: none"> • Knowledgeable of the Environmental Policy and the current significant aspects. • Perform assigned tasks in accordance with SOPs and Operational Controls. • Perform assigned tasks in accordance with environmental regulations, permit requirements, and other policies of the ESMS that have been communicated to them. • Communicate concerns to their supervisor or a member of the ESMS Core Team regarding the performance of tasks that are not in accordance with the requirements stated above.

