

REGULATORY COMPLIANCE MANAGER
Salary Grade _____

DEFINITION

Under general supervision of the Technical Services Manager, plans, designs, organizes, and implements activities related to regulatory compliance with the District's NPDES permit. Works closely with plant operations providing regulatory compliance and process support. Coordinates the District's source control program for industrial and commercial waste disposers to ensure compliance with Federal, State and local regulations; manages the Regulatory Compliance Division; conducts and interprets laboratory analysis; supervises and trains laboratory employees in the collection of samples and the performance of laboratory tests; coordinates and monitors the Pretreatment and Pollution Prevention Programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Technical Services Manager. Provides direct supervision of laboratory employees, temporary employees and interns.

ESSENTIAL DUTIES (Illustrative Only)

Serves as the District's Laboratory Director, as defined under regulations for Certified Environmental Laboratories.

The Regulatory Compliance Manager holds a strong position in regulatory compliance and reporting required by the NPDES permit. [CS 1]

Stays abreast of regulatory affairs and emerging concerns.

Plans, organizes, coordinates, implements and reports on the District's wastewater laboratory and monitoring program for regulatory compliance with the NPDES permit and other regulatory orders/studies.

Coordinates and monitors Pretreatment and Pollution Prevention Programs and prepares required reports.

Plans, designs, implements and modifies the District's source control program for industrial and commercial wastewater disposers to ensure compliance with Federal, State and local regulations.

Develops processes and procedures for specific implementation plans and programs, including the Enforcement Response Plan, the pollution prevention program, the monitoring program for industrial waste disposers and the Fats, Oils, and Grease reduction program.

Coordinates division responsibilities with other departments.

Meets and corresponds with industrial and commercial waste disposers to explain Federal, State and local regulations and policies, resolve problems and establish cooperative working relationships between business owners and regulatory compliance staff, and participates in public education program.

Supervises the laboratory in the collection of samples and in the performance of laboratory analysis.

Reviews and prepares User Discharge Permits for septage and FOG haulers, wineries, and other industries.

Develops and maintains a Quality Assurance and Quality Control Program; and prepares and maintains the Chemical Hygiene Plan.

Prepares and maintains the Laboratory's Standard Operating Procedures Manual.

Oversees the District's Laboratory Information Management System (LIMS) and database for FOG and industrial user inspections (LINKO).

Assume responsibility for a variety of personnel actions including selections, promotions, performance evaluations and disciplinary actions.

Collects samples and performs laboratory analysis.

Ensures work is performed in a safe manner consistent with District safety rules, policies and procedures; recognizes, corrects and reports safety hazards.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Applicable Federal, State and local laws governing wastewater and industrial waste monitoring programs, and District regulations, codes, policies and procedures including National Pollution Discharge Elimination System (NPDES).

General chemical, biological, bacteriological and physical laboratory testing methods and procedures, including qualitative and quantitative analyses.

Sources of information in fields related to wastewater and industrial waste analysis and the standard methods of analysis of wastewater.

Sample collection techniques, statistical analysis, and quality assurance/quality control.

Care and maintenance of modern laboratory equipment and its applicable uses, laboratory and safety methods and procedures.

Laboratory safety principles and practices.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Principles of supervision and effective employee relations and communications.

Skill in:

Supervise, train and coordinate the work of regulatory compliance division employees.

Analyze the results of physical, chemical, biological and bacteriological analysis of potable water, recycled water and wastewater, and make appropriate recommendations for plant operations.

Plan, implement, and carry out a local environmental compliance testing and management program.

Make sound, independent decisions in day-to-day activities and in emergency situations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.

Operate analytical instruments and equipment.

Establish and maintain cooperative working relationships.

Prepare and maintain detailed and accurate manual and computerized record keeping and reports and project management systems.

Attend work and perform duties on a regular and consistent basis.

Education and Experience:

A Bachelor's degree from an accredited college or university, with a major in chemistry, biology, microbiology or closely related field and five years of increasingly responsible experience in a municipal wastewater treatment plant laboratory; or

A Master's degree from an accredited college or university with a major in chemistry, biology, microbiology or closely related field and two years of increasingly responsible experience in a municipal wastewater treatment plant laboratory

License:

Possession of a valid Class C California Driver's License.

Possession of a Grade III Laboratory Analyst Certification of Competence issued by the California Water Environment Association.

Physical Demands:

When necessary, the ability to work unusual shifts, weekends, and holidays.

Possess physical characteristics to perform the critical and important duties of this class including, sufficient strength to lift at least 50 pounds, climb stairs and ladders, bend, stoop and kneel, stand for long periods of time, work on uneven surfaces, distinguish between colors and work in and around raw and treated wastewater.