



December, 2017

FINAL DRAFT

**REGULATORY COMPLIANCE MANAGER
Salary Grade 699**

DEFINITION

Under general direction, plans, directs, and manages the staff and operations of the District's Regulatory Compliance Division; areas of responsibility include District's NPDES permit regulatory compliance, source control program for industrial and commercial waste disposers and the District's laboratory programs and services; serves as the District's Laboratory Director, as defined under regulations for Certified Environmental Laboratories and ensures compliance with all federal, state, and local regulatory laws, regulations, rules, and procedures; coordinates activities with District departments and external public and private organizations; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Technical Services Director – District Engineer. Exercises direct supervision over professional, technical, and clerical staff.

CLASS CHARACTERISTICS

This management classification plans, oversees, and directs all activities of the Regulatory Compliance Division, including policy and procedure development, oversight of day-to-day operations, short- and long-range planning, budgeting, contract administration, and program evaluation. Incumbents perform diverse, specialized, and complex work involving significant accountability and decision-making responsibility to ensure that the District meets all regulatory agency requirements, coordinating the activities of the division with those of internal departments and external agencies, and managing and accomplishing the complex and varied functions of the division. The incumbent is also accountable for accomplishing divisional planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the higher-level class of Technical Services Director – District Engineer in that the latter has management authority for planning, organizing, and directing the full scope of activities of the department.

ESSENTIAL DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as the District's Laboratory Director, as defined under regulations for Certified Environmental Laboratories; establishes and maintains a strong position in regulatory compliance and reporting required by the NPDES permit; stays abreast of regulatory affairs and emerging concerns.
- Plans, organizes, assigns, supervises, and reviews the work of laboratory and regulatory program staff; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.

- 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.
- Administers NSD's environmental categorical and industrial pretreatment programs in compliance with federal, state, and local regulations; applies appropriate regulations and administrative rules.
- Explains regulations and administrative rules; confers with industrial and commercial representatives regarding environmental regulations, and pollution prevention techniques; evaluates historical performance and environmental quality data; evaluates information to determine violation of regulations; assists in enforcing compliance and resolves related problems.
- 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; resolves problems and establishes cooperative working relationships between business owners and regulatory compliance staff; participates in the public education program.
- Supervises the laboratory in the collection of samples and in the performance of laboratory analysis; collects, tests and analyzes samples.
- 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; 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).
- Coordinates the continued certification of the laboratory through annual testing, permit renewal, Quality Assurance program compliance, and staff certification.
- Ensures work is performed in a safe manner consistent with District safety rules, policies, and procedures; recognizes, corrects, and reports safety hazards.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

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

- Operational characteristics and use of modern laboratory equipment and maintenance/calibration requirements of same.
- Laboratory safety principles and practices.
- Modern office practices, methods, and computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Select and supervise staff; provide training and development opportunities; ensure work is performed effectively and evaluate performance in an objective manner.
- Effectively provide staff leadership and work direction.
- Serve as the District's Laboratory Director.
- Manage diverse regulatory compliance programs.
- 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 apply pertinent department policies and procedures.
- Operate analytical testing instruments and equipment.
- Prepare and maintain detailed and accurate manual and computerized recordkeeping and reports and project management systems.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in chemistry, biology, microbiology or a related field.

Experience

Five (5) years of progressively responsible experience managing a municipal wastewater treatment plant laboratory.

Licenses and Certifications:

- Must possess a valid Class C California Driver's License and maintain a satisfactory driving record.
- Must possess a Grade III Laboratory Analyst Certification of Competence issued by the California Water Environment Association (CWEA). Must obtain a Grade II Environmental Compliance Inspector Certification issued by CWEA within one (1) year of appointment to the classification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard wastewater treatment plant and laboratory setting, use specialized test equipment and instrumentation and standard office equipment, including a computer, to inspect District sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various District and meeting sites; vision to detect shades of color, read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a standard office setting with moderate noise levels, controlled temperatures and no direct exposure to hazardous physical substances; employees also work in a laboratory setting and in the field and may be exposed to fumes, odors, dust, and potentially toxic chemicals and conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

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