



REGULATORY COMPLIANCE AND SAFETY OFFICER

DEFINITION

Under general direction, performs complex technical and administrative water resources planning, environmental management, and provides regulatory support for water and wastewater facility operations, and air quality management duties and activities to ensure District compliance with a variety of federal, state, and local environmental regulations and programs; prepares and submits a variety of regulatory compliance reports; develops, recommends, and implements a variety of regulatory and safety compliance policies and procedures; plans, organizes, coordinates, and administers a comprehensive occupational health and safety program for District employees; assesses, develops, and revises safety policies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Engineering Manager. Exercises technical and functional direction over technical and office support staff, as assigned.

CLASS CHARACTERISTICS

This is a management classification responsible for performing complex technical and administrative duties to ensure District compliance with a variety of environmental, regulatory, and employee safety regulations and programs. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities which include planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Incumbents serve as a professional-level resource for organization, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Prepares and submits a variety of routine and non-routine reports to numerous federal, state, and local environmental regulatory agencies including air quality annual emissions reports; prepares and submits water quality reporting pertaining to, but not limited to, National Pollutant Discharge Elimination System (NPDES), groundwater recharge, recycled water, and State Water Resources Control Board (SWRCB) drinking water quality.
- Performs compliance and audit activities in support of water and wastewater, regulatory requirements to ensure plans and practices are established and adhered to and regulatory requirements have been met.
- Participates in audits and evaluations of compliance programs, industrial wastewater samples, or treatment plant wastewater sampling systems; reports on findings and verifies that corrective action has been taken to resolve deficiencies.
- Manages Hazardous Material Business Plan reporting, compliance, and training for all affected staff and facilities.

- Develops and coordinates special projects often requiring complex field and scientific studies and investigations; develops methods and schedules; provides direct oversight of team members including work activities; performs document quality control; prepares all required reports.
- Manages assigned aspects of regulatory management programs, including ensuring permit requirements are met and tracking and overseeing implementation of new regulations; acts as primary liaison with regulatory agencies for regulatory compliance and inspections; creates and submits compliance and administrative reports.
- Develops and maintains computerized data tracking systems; collects data, processes reports and data, and prepares concise and understandable summaries.
- Implements changes in accordance with ordinance and regulatory changes; designs and prepares computer reports for use in quarterly and annual reports; performs document quality control.
- Reviews and analyzes EPA regulations and reports for their impact on the District's environmental compliance programs; recommends and implements approved changes as a result of regulatory changes.
- Represents the District and works closely with regulatory agencies to provide information and technical assistance and to facilitate cooperative and timely resolution of issues.
- Keeps informed of major environmental, biological, or wastewater pretreatment issues and regulations through conferences, workshops, seminars, and publications.
- Conducts inspections and audits under the recommendation of/or programs developed by JPIA to identify employee safety training needs, researches topics, and presents recommendations for review and approval; secures external sources, vendors, and/or consultants to conduct safety training; tracks employee certification training requirements and ensures employee compliance with regulations.
- Analyzes occupational safety and health legislation and regulatory changes; keeps current on new developments; incorporates mandated regulatory changes governing safe work practices and resources.
- Conducts accident and complaint investigations under the direction or in coordination with the Human Resources Manager and JPIA Risk Management team to determine cause, effect, and prevention methods; researches and recommends strategies and changes in procedures or job tasks to reduce incidents or injuries and eliminate unsafe acts and/or non-adherent conditions, as necessary; ensures the District's practices are in compliance with safety laws and regulations; prepares and reviews accident reports.
- Conducts inspections of District facilities to identify environmental health and safety hazards; observes and reports findings and provides recommendations to ensure compliance with applicable laws and regulations.
- Identifies opportunities for improving methods and procedures; reviews with appropriate management staff; assists in implementation of improvements.
- Maintains files, databases, and records related to work and activities performed; prepares a variety of written reports, memoranda, and correspondence.
- Provides technical assistance as needed to all District departments; attends and participates in a variety of meetings with District managers and staff; attends and makes presentations at Mission Springs Water District Board and other regulatory agency board meetings; oversees logistical and technical meetings with assigned staff.
- Represents the District in meetings with members of other public and private organizations, contractors, and developers, to coordinate operational and regulatory compliance issues.

- Trains staff under the direction or in collaboration with the Human Resources Manager and ensures their readiness in the event of District emergencies; responds to emergency situations, as necessary.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility including water, wastewater, air quality, and safety laws, regulations, and standards.
- Principles and practices of water and wastewater distribution systems and wastewater processing.
- Principles and practices of water quality assurance and quality control.
- Principles and techniques of statistical sampling and analysis.
- Principles and practices of pretreatment methods, system design, and wastewater engineering.
- Principles and practices of industrial operations, wet processes, and categorization.
- Principles and practices of toxic and hazardous waste management and disposal, odor control in wastewater collection systems and treatment plants, wastewater flows, and characteristics of collection systems.
- Principles of training and work direction.
- Principles and practices of technical report writing.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and techniques involved in an effective occupational health and safety program.
- Principles and techniques of accident prevention.
- Principles and practices of public administration and management.
- Instructional methods, training aids, and materials necessary to conduct safety education and training programs.
- Techniques for collecting, interpreting, and reporting complex and technical data and information.
- Recordkeeping principles and procedures.
- Principles and practices of budget development and administration.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Prepare and submit a variety of detailed and accurate reports to regulatory agencies including the Regional Water Quality Control Board, State Water Resources Control Board, Environmental

Protection Agency, and California Department of Public Health.

- Prepare detailed and accurate water quality reports pertaining to, but not limited to, NPDES, groundwater recharge, recycled water, and drinking water.
- Perform compliance and audit activities in support of water and wastewater programs and related regulatory requirements.
- Manage assigned aspects of regulatory management programs, including ensuring permit requirements are met and tracking and overseeing implementation of new regulations.
- Serve as the District's primary liaison with regulatory agencies regarding regulatory compliance and inspection matters; create and submit compliance and administrative reports.
- Develop and maintain computerized tracking systems.
- Participate in audits and evaluations of compliance programs or treatment plant wastewater sampling systems; report on findings and verify corrective action has been taken to resolve deficiencies.
- Analyze budget expenditures and make recommendations for cost savings.
- Explain, demonstrate, and clarify to others within well-established policies, procedures, and standards.
- Interpret, explain, analyze, update, and ensure compliance with all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Investigate and analyze safety program and injury or illness incidents and make appropriate decisions.
- Conduct safety training programs and make public presentations.
- Keep abreast of developments in the field of industrial safety and health.
- Plan, organize, direct, and coordinate a variety of functional tasks to achieve assigned functions.
- Understand and utilize complex mathematical concepts.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, recordkeeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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 that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, engineering, environmental science, or a related field.

Experience:

- Five (5) years of increasingly responsible experience in water and wastewater resources or regulatory program planning, development, and oversight, and/or occupational safety and health, industrial hygiene, safety regulatory compliance, or related experience.

OR:

- Possession of a valid California Class “A” Driver’s License, to be maintained throughout employment.
 - Possession of, or successful acquisition within 12 months of employment, a valid Grade 3 (D-3) Water Distribution Operator's Certificate issued by the California State Water Resources Control Board upon appointment, to be maintained throughout employment.
 - Possession of, or successful acquisition within 12 months of employment, a valid Grade 2 (T-2) Water Treatment Operator's Certificate issued by the California State Water Resources Control Board upon appointment, to be maintained throughout employment.
- or
- Possession of, or successful acquisition within two (2) testing periods from employment, a valid Grade 2 Wastewater Treatment Operator's Certificate issued by the California State Water Resources Control Board upon appointment, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; color vision to visually inspect water samples with color shifts for results, identify calibrations standards, and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. 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.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 45 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.