

Calleguas MWD

JOB DESCRIPTION

Job Title: **REGULATORY COMPLIANCE SUPERVISOR**
Department: **OPERATIONS AND MAINTENANCE**
Reports To: **MANAGER OF OPS. & MAINTENANCE**
Revision Date: **OCTOBER 2011**

FLSA Status: **NON-EXEMPT**
Position Type: **FULL TIME**

POSITION SUMMARY

Working in the Operations & Maintenance Department, incumbent is responsible for supervising the District's regulatory compliance program which operates under the requirements set forth by the U.S. Environmental Protection Agency, California Department of Public Health, State Water Resources Control Board, and California Occupational Safety and Health Division and other agencies. The position will manage the drinking water program, ocean outfall permit, water quality monitoring program, hazardous materials management, and safety. Incumbent must possess a Bachelor of Science Degree, preferably in Environmental Science or similar program; demonstrated knowledge of regulatory requirements associated with pollutant discharge permitting, water treatment, distribution, water quality, and reporting; the ability to plan, budget, schedule, coordinate, supervise and effectively communicate. Incumbent should possess a high level of initiative, versatility and writing skills. Typical duties include developing goals and priorities, managing compliance programs in water monitoring and quality control, supply, treatment and distribution; obtaining permits and ensuring regulatory compliance in water quality, treatment and discharge operations; generating periodic reports; interfacing with the District's purveyors, regulatory agencies and the general public regarding water quality issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities of this position include the following:

- Manage the development and implementation of the Division's goals, objectives, and priorities in support of the District mission.
- Manage water quality reporting for the water distribution system, and facilities such as Lake Bard, the Lake Bard Filtration Plant, the Las Posas Basin ASR Wellfield and Salinity Management Program.
- Stay current with and ensure that Federal and State water quality regulations are met, coordinate water quality testing with Division staff.
- Coordinate with Operations Supervisor on water treatment and distribution issues.
- Interpret laboratory analyses results, administer and generate any necessary reports related to water quality including monthly and annual reports to the California Department of Public Health and California State Resources Control Board.
- Handle public relations associated with water quality and quantity complaints and inquiries from District purveyors and their customers.
- Interface with management regarding water quantity and quality issues and requirements, including making recommendations to assure reliability and regulatory compliance.

- Manage and participate in the development and administration of the Department's budget, and forecast the additional funds needed for staffing, equipment, materials and supplies needed to meet changing reporting requirements.
- Administer internal and purveyor water programs, prepare numerous monthly and annual reports and maintain other types of miscellaneous records.
- Act as District contact for obtaining permits and completing notification of discharges to such agencies as the Ventura County Flood Control District, the Regional Water Quality Control Board, the Department of Fish and Game, the Army Corps of Engineers, the Environmental Protection Agency, Homeland Security and the California Emergency Management Agency
- Manage the District's emergency response, safety, and hazardous materials and hazardous waste programs for compliance with all federal and state requirements.
- Be responsible for their own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations, and having an awareness of safe practices on the job site.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises the Regulatory Compliance Division; carrying out supervisory responsibilities in accordance with the District policies and applicable laws. Responsibilities include interviewing, hiring, training employees; planning, assigning, and directing work; annual performance reviews, rewarding and disciplining employees; addressing complaints and resolving problems. Verifies time sheets and approves overtime when necessary.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Must possess a Bachelor of Science Degree, preferably in Environmental Science or similar program, and a minimum of four years' experience clearly demonstrating the ability to perform the described duties and responsibilities..

Must be able to write letters, reports, and plans. Must be able to communicate and interact effectively with peers and external personnel to establish and maintain cooperative working relationships. The position requires the individual to apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form and be able to solve day-to-day problems, which may occur in stressful environments. Must have a thorough knowledge of public distribution and treatment systems and water quality regulations. Must have knowledge of sampling and statistical techniques and the ability to coordinate sampling and laboratory work. Must have knowledge of federal, state and local regulations pertinent to water quality, public water systems and NPDES permitting. Must have knowledge of current practices and procedures in chemical, microbiological testing, and physical characteristics related to water. Must be able to compile, evaluate, diagnose and analyze complex data and information from current information

and historical trends, and be able to recommend and take appropriate actions. Must demonstrate initiative, dependability and the ability to operate independently.

EQUIPMENT TO BE USED

Must be able to use radio and telephones to communicate, operate a vehicle to travel to other District facilities for inspection and water sample collection. Be able to use office equipment; such as, computer terminals, copiers, printers and FAX machines.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, or crawl; and taste or smell. The Regulatory Compliance Supervisor must be able to regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have the ability to be able to wear and operate a half and full-face air purifying respirator and a supplied air system.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in the industrial environment of the water treatment plant, wellfields, support structures and confined space environments, and is exposed to moving mechanical parts. The work involves the use of toxic and hazardous chemicals used in the water treatment process. The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. The Supervisor must be able to work rotating shifts of eight hours and twelve hours and be able to respond to a request to work on short notice.

SPECIAL REQUIREMENTS

The individual must possess a current California Vehicle Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references. The employee must also be able to handle analytical chemicals used in water quality testing. Must be able to work around chlorine and other chemicals used in the treatment of water which are classified by Title 8, California Occupational Safety and Health Regulations, Code Section 339 as extremely hazardous materials.