

PUBLIC WORKS REGULATORY COMPLIANCE SUPERVISOR

DEFINITION

Under general direction, to plan, organize, and coordinate the regulatory compliance needs for all Public Works including, but not limited to, the potable water, wastewater, storm, and sewer collection systems, playground infrastructure, and other processes in compliance with federal, state, and City requirements; to supervise and coordinate the City's environmental control programs and activities within the Public Works Department, including process control and pretreatment programs; to perform a variety of operations, monitoring, maintenance, repair, and construction assignments; to ensure work quality and adherence to established policies and procedures; to perform the more technical and complex tasks relative to assigned area of responsibility; and to do related work as required. As assigned, this position may serve as the designated operator in charge or designated operator contact of the Water System as required by the State Water Resources Control Board. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Unit.

DISTINGUISHING CHARACTERISTICS

This classification is a mid-management classification in which the incumbent organizes and directs all regulatory compliance activities of the Public Works Department. The incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas. May serve as the designated operator in charge or designated operator contact of the Water System as required by the State Water Resources Control Board.

REPORTS TO

Public Works Director, Public Works Superintendent, or as assigned.

CLASSIFICATIONS SUPERVISED

May supervise Public Works operational and support staff as assigned.

ESSENTIAL FUNCTIONS

Establishes schedules and methods for providing regulatory compliance services, identifying resource needs and allocating resources accordingly; oversees programs for monitoring, sampling, testing, and enforcement to protect the City's infrastructures and receiving waters in accordance with state, federal, and local laws, regulations, and ordinances; interprets and implements City, state, and federal regulations to assist in developing the City's water quality control sampling and testing programs in accordance with regulations, standards, and quality assurance requirements; performs a variety of maintenance, repair, and construction assignments; collects samples for portability and

safe use analysis; reviews data for accuracy and compliance; investigates reasons for anomalous data; reports findings and develops and implements corrective action, if necessary; responds to illicit discharges and potential illicit discharges to the storm drain system or receiving waters; assists in determining the types of pollutants; assesses clean up procedures and makes appropriate recommendations for clean up; ensures clean-up is adequate and makes appropriate notifications to environmental agencies; develops and coordinates manual and computerized record keeping systems to maintain required records and data related to operations and quality assurance as it may pertain to the document retention program; prepares and submits required reports and correspondence to state, federal, and local regulatory agencies related to the potable water, wastewater, sewer, storm water, solid waste, and air pollution control districts; performs special studies and research, and prepares recommendations; coordinates between City departments, divisions, and consultants on special water quality studies related to wastewater and storm water on developing, gathering, reviewing, or obtaining data for assessment of current and future infrastructure needs and compliance with environmental requirements; provides a wide range of technical information regarding unit activities, operations, policies, and procedures to representatives of other agencies; participates in the negotiations with regional, state, and federal regulatory agencies issuing environmental permits for the City involving storm water and wastewater; answers questions and provides information to the public related to water quality; and investigates complaints and recommends corrective action as necessary to resolve complaints.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; ability to climb stairs or ladders; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; ability to communicate effectively both verbally and in writing; use a variety of hand and power equipment and testing equipment used in the utility system maintenance, construction, and operations; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment and outdoors in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gasses, fumes, or airborne particles; exposure to hazards such as moving machine parts and electrical current; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of regulatory compliance, including inspection, review, and enforcement methods.

- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques of the collection of water samples from the field and proper documentation.
- Methods and standards issued by the EPA and the California State Department of Health Services for water sampling and analysis.
- State and federal pretreatment program requirements and storm water regulations and sampling procedures.
- Practices, tools, equipment, and materials used in utility system maintenance and repair work.
- Principles and methods of preventive maintenance programs.
- Safe work practices and procedures.
- Research, administrative analysis, and evaluation methodologies.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.
- Use of computers and computer applications.

Ability to:

- Organize, implement, and oversee regulatory compliance operations and activities.
- Read and comprehend complex laws and regulations, and initiate policies and procedures for their implementation.
- Perform a wide scope of assignments including the more complex work in the operation, maintenance, and repair of the City water treatment and distribution system and storm and wastewater pump systems.
- Collect samples.
- Develop, organize, and maintain a variety of data, information, and records.
- Prepare clear and concise technical reports and correspondence.
- Skillfully use a variety of hand and power tools in the maintenance, testing, and repair of utility systems and equipment.
- Use a computer and appropriate software in performing public works administrative responsibilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way would be:

- Four (4) years of responsible experience performing a variety of regulatory investigations and inspections in the analysis of water, wastewater, or other environmental sample including two (2) years of administrative or lead experience.

Education:

- Graduation from an accredited community or junior college with an associate's degree with major course work in water/wastewater technology, environmental

science, or a closely related field. Education requirement may be substituted with equivalent years of experience.

License:

- Possession of a valid California Commercial Class “B” driver’s license with appropriate endorsements.

SPECIAL REQUIREMENTS

- Possession of a valid Grade II Environmental Compliance Inspector certificate issued by the California Water Environmental Association within eighteen (18) months of appointment.
- Possession of a California Water Distribution Operator Grade 3 certification.
- Possession of a California Water Treatment Operator Grade 2 certification.
- Possession of current American Water Works Association (AWWA) Backflow Tester’s certification and Cross Connection Specialists certification.
- Possession of certifications or licenses to meet federal or state regulations as mandated.
- Possession of a valid first aid and CPR certification.
- Possession of, or ability to obtain, appropriate certifications or licenses as designated by the City of Atwater.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Atwater assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.