

REGIONAL WATER RESOURCE AGENCY JOB DESCRIPTION

Job Title: Director of Environmental Compliance
Department: Environmental Compliance
Reports to: Executive Director
FLSA Status: Exempt
Pay Level: 33
Revised Date: April, 2021
Physical and Environmental Requirements: Medium
Respirator Required: Yes
Supervisory Responsibilities: Yes
Work Hours (typically): 7:00am – 4:00pm, M-F
On-call Status: Available by Agency cell phone
Overnight Travel: Occasional
Uniforms: Field Wear required; Office Wear optional
Agency Vehicle: Available during working hours

JOB SUMMARY:

Director of Environmental Compliance facilitates the Agency's environmental policies, procedures, guidance, and response to technical issues to ensure compliance with local, state, and federal environmental regulations. The director administers and leads sanitary and combined system regulatory compliance, and assists Engineering on activities related to the Consent Judgment and Long-term Control Plan set forth by the EPA and the Agency's wastewater permits. This position oversees environmental data management systems, as well as develops required reports and procedures and submits to the appropriate management or regulatory group. Also, the director manages the Wastewater Treatment division, as well as is responsible for Industrial Compliance.

DUTIES AND RESPONSIBILITIES:

- Oversees and ensures organizational compliance with local, state, and federal environmental regulations and wastewater permits (including plant exceedances, overflows, etc), coordinating with state and federal officials as needed, as well as keeps abreast of any changes to laws and regulations that impact the Agency
- Supervises directly the Process Treatment Supervisor, Environmental Engineer/Scientist, and Industrial Waste Coordinator positions, as well as manages all personnel functions, including evaluating employee performance hiring/training of environmental compliance staff and disciplining/terminating of staff as needed
- Administers and leads the integration of sanitary and combined system regulatory programs
- Ensures compliance with the parameters associated with Industrial Compliance, including industrial waste and hauled waste
- Creates functional strategies and specific objectives, as well as develops budgets, policies, and procedures to support the Environmental Compliance department, and in turn the Agency
- Manages and maintains the environmental compliance database and software, as well as develops and manipulates applicable reports utilizing such data for a variety of reporting purposes
- Keeps up-to-date with the latest environmental legislation
- Oversees research projects regarding environmental data collection and analyzation

- Reports on environmental audits and makes recommendations for future policies and strategy to ensure Agency sustainability
- Manages service agreements and contractors working with the Agency on environmental compliance projects
- Ensures environmental projects are completed on-time and within budget
- Performs site visits to determine appropriate Agency response(s) to issues, such as treatment plant performance, etc.
- Responsible for the completion and interpretation of required laboratory biological, chemical, and physical tests and analyses within defined regulatory parameters
- Prepares and presents summary of activity of the Environmental Compliance Department at the monthly RWRA Board Meetings
- Meets regularly with the other Agency directors during scheduled directors' meetings to review and coordinate environmental related issues and activities of the Environmental Compliance Department
- Reviews reports and recommendations from insurance carriers and governmental agencies and ensures completion of corrective action
- Ensures that environmental policy and procedure manuals are available and updated at all times
- Ensures that environmental compliance is prioritized and upheld at all levels within the Agency by promoting awareness of the impact of environmental decisions at each of these levels
- Represents the Agency in public hearings, meetings, and consultations, as well as investigations, in relation to environmental matters
- Develops and maintains positive support relationships with local industries, regulatory agencies, and emergency response agencies
- Serves on and/or works with state and national committees
- At the direction of the Executive Director, may act as Incident Commander and/or media spokesperson related to emergency response
- Duties and responsibilities may be changed and/or additionally assigned by Management at any time

EDUCATION:

Bachelor's degree in environmental science, health, or management, or chemistry, biology, or - environmental-related field from a four-year college or university is required, or a combination of education and experience. Knowledge in business administration, computer science, or civil/mechanical engineering is a plus.

EXPERIENCE:

Six or more years of progressive experience in environmental operation, regulatory compliance, managing industrial compliance, as well as managerial and supervisory experience, is required. Understanding of wastewater treatment plant operation, underground pipe installation, as well as project management experience is preferred.

MINIMUM QUALIFICATIONS:

Must be 18 years of age or older. Must pass the drug and alcohol test and background check. Must meet minimum physical requirements for the job as set forth by the organization's physician.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals and complex, legal documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write correspondence using original or innovative techniques or style. Ability to make effective presentations on complex topics to top management, public groups and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to comprehend and apply mathematical equations and complex computations necessary to fulfill essential job duties as required.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and tangible variables. Understand concepts of the department and investigate new technologies and how they may be incorporated.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license, prior to employment. Class III or IV Wastewater Operator and Collection System licenses are preferred, or to at least be obtained within a reasonable period of time.

OTHER KNOWLEDGE AND/OR SKILLS:

Knowledge of wastewater principles and practices, hydraulics, including gravity and pumped storm and sanitary sewer systems is preferred. Ability to effectively communicate and professionally respond to complex issues from customers, public groups and regulatory agencies, as well as the Board of Directors and all levels of Agency personnel. Ability to maintain confidentiality throughout various assigned tasks. High level of proficiency in relational database management and report development, as well as Microsoft Office, internet, and email usage, is required.

COMMENTS:

All employees of the Regional Water Resource Agency (RWRA) must adhere to the applicable provisions of the RWRA Employee Handbook, RWRA Drug & Alcohol Policy, and any other local, state, or federal regulations that apply. RWRA is a drug-free workplace; therefore, all employees are subject to drug and alcohol testing.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Director of Environmental Compliance position, and I certify that I can perform these functions.

Employee Signature

Date

**SUMMARY OF STANDARD WORK REQUIREMENTS
NEEDED TO PERFORM ESSENTIAL JOB DUTIES**

Job Title: Director of Environmental Compliance

Job Class: Medium (21-50 lbs)

A. POSITIONAL DEMANDS

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
1. Standing		X		
2. Walking			X	
3. Sitting				X
4. Balancing		X		
5. Climbing:				
a. Stairs		X		
b. Ladders		X		
6. Reaching:				
a. Forward			X	
b. Overhead		X		
7. Stooping		X		
8. Crouching		X		
9. Kneeling		X		
10. Crawling		X		
11. Feeling		X		
12. Grasping:				
a. Simple Hand		X		
b. Firm Hand		X		
13. Fingering		X		
14. Object Handling			X	
15. Operating Controls			X	

B. PHYSICAL DEMANDS

1. Lift:				
a. Up to 10 pounds				X
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
2. Carry:				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
3. Push:				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
4. Pull:				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

C. SENSORY REQUIREMENTS

1. Vision:				
a. Far			X	
b. Near				X
2. Depth Perception				X
3. Color Discrimination			X	
4. Field Vision		X		
5. Accommodation		X		
6. Perception:				
a. Spatial		X		
b. Form		X		
7. Feeling			X	
8. Speaking			X	
9. Hearing			X	

D. WORK ENVIRONMENT (Exposures)

1. Inside Environment			X	
2. Weather Conditions		X		
3. Temperature		X		
4. Cold		X		
5. Heat		X		
6. Wet/Humidity		X		
7. Biological Agents		X		
8. Human Body Fluids		X		
9. Chemicals		X		
10. Hazardous Materials		X		
11. Floor Surface		X		
12. Lighting		X		
13. Vibration		X		
14. Unprotected Heights		X		
15. Confined/Cluttered		X		
16. Moving Equipment		X		
17. Fumes/Airborne Particles	X			
18. Hazards	X			