Environmental Compliance Coordinator

Engineering Department

Range: 50
Salary:

JOB DEFINITION: Under general supervision, coordinates environmental regulatory compliance programs, cross-connection control program, recycled water program, sanitary sewer management program, and performs related duties as assigned.

SUPERVISOR: Engineering Manager

REPORTS TO: Engineering Manager

EXAMPLE OF DUTIES:

Under direction of Engineering Manager, performs detailed and highly responsible work in coordinating the cross connection control program, recycled water program, and sanitary sewer management program to ensure compliance with regulatory requirements; program evaluation, recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards; assists with budget development; recommends needs for staffing, equipment, materials, supplies; technical and administrative work associated with specialized reports, research, billing services, and related program demands; coordinates with regulatory agencies, customers, staff, and other stakeholders; participates in seminars and meetings and keeps apprised of changes to laws and regulations.

QUALIFICATIONS:

Schooling: High School Diploma or G.E.D.

Certification(s): State of California Department of Health:

Water Treatment Operator Grade II certification;
Water Distribution Operator Grade II certification

AWWA Backflow Tester Certification
AWWA Cross Connection Specialist Certification

Experience: Five years of increasingly responsible experience program coordinating within a water utility. Experience performing recycled water cross connection control shutdown testing desirable.

License(s): Possession of a valid Class C driver's license issued by the California Department of Motor Vehicles for use of operating Agency vehicles and equipment required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge: Administrative principles and practices, including goal setting, program development, implementation, and project management. Applicable Federal, State, and local laws, regulatory codes, and procedures relevant to assigned areas or responsibility. Operations, services and activities of a cross-connection control program, including characteristics of water systems, and cross connection/plumbing related devices. 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: Read and interpret drawings, specifications, and technical manuals. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments. Use creative thought to solve problems, including new and innovative technologies and techniques. In addition to possessing the experience, knowledge, abilities and adeptness in performing the duties of an Environmental Compliance Coordinator, the candidate must effectively communicate both orally and in writing with stakeholders; maintain a positive image of the Agency by both personal conduct and physical appearance at all times; work cooperatively and supportively with supervisors and staff of other Agency Departments

PHYSICAL REQUIREMENTS:

Climbing: ☑ yes ☐ no **Frequency:** Continual ☐ Often ☑ Infrequently ☐ Never☐
Examples: Going up and down ladders, large vehicles, etc.

Bending: ☑ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☑ Never☐
Examples: Lifting of boxes, equipment

Sedentary/sitting: ☑ yes ☐ no **Frequency:** Continual ☑ Often ☑ Infrequently☐ Never☐
Examples: Sitting at desk, driving or riding in vehicles

Standing: ☑ yes ☐ no **Frequency:** Continual ☐ Often ☑ Infrequently ☐ Never☐
Examples: Standing on carpet, pavement, dirt, concrete at work sites or in Agency facilities

Repetitive motion: ☑ yes ☐ no **Frequency:** Continual ☐ Often ☑ Infrequently ☐ Never☐
Examples: Use of computer, writing instruments, etc.

Respiratory (requiring use of respirator or face mask) ☐ yes ☑ no

WORK ENVIRONMENT:

Generally, work is performed indoors within the Agency Operations Center, which has a heating and air conditioning system. Within the Operations center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the workday. There are a number of pieces of office equipment that operate within the confines of the Engineering-Operations work areas, including, but not limited to: telephones, computers, computer printers, plotters, and calculators.

On occasion, work will be assigned outside the Agency Operations Center or at outlying Agency facilities and will take place in all weather conditions, including extreme heat in excess of 110°.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature Date

Supervisor Signature Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.