

## ENCINA WASTEWATER AUTHORITY

**DATE:** March 2013 (revised)  
**POSITION TITLE:** Director of Environmental Compliance  
**DEPARTMENT:** Environmental Compliance  
**SECTION(S):** Laboratory and Source Control  
**REPORTS TO:** General Manager  
**FLSA STATUS:** Exempt

**POSITION SUMMARY:** The Director of Environmental Compliance plans, organizes and directs all activities of the Environmental Compliance Department including the Authority's Laboratory, Source Control, Environmental Management System, and Regulatory Compliance Programs. This executive level position coordinates Authority programs with regulatory agencies to ensure compliance with applicable local, state and federal regulations; directs the review and analysis of new and changing regulations; assists in the development and implementation of operational and administrative procedures to ensure cost-effective compliance with regulatory requirements; serves as the Biosolids Environmental Management System Coordinator; and, performs other related duties as assigned. The Director of Environmental Compliance classification manages and integrates a wide variety of functions, programs and staff engaged in regulatory and water quality issues critical to the Authority's mission. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with other Authority managers and provides technical and professional support to the Authority Board of Directors and its subcommittees.

**SUPERVISORY DIMENSIONS:** Supervises the staff and activities of the Laboratory and Source Control Programs. Manages consultants providing related services to the Authority.

### **ESSENTIAL JOB DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Exhibits all leadership traits and ethical behaviors required of California local government executives.
- Committed to the achievement of EWA's Mission and Vision, and personally exemplifies EWA's Values.
- Plans, organizes, controls, integrates and evaluates the work of the Environmental Compliance Department through executive practices that reflect the Authority's vision and values.

- Develops, implements and monitors tactical plan objectives that support the organization's Strategic Plan and Mission.
- Develops, implements and monitors the Laboratory and Source Control Program operating and capital budgets.
- Plans and evaluates staff performance; establishes and monitors performance standards and performance development targets; provides coaching for professional development; and, implements personnel policies in accordance with the Authority's Human Resources Policy Manual.
- Provides day-to-day leadership to ensure a high performance, customer service-oriented work environment that supports the Authority's mission, vision, and values.
- Ensures the Source Control Program meets or exceeds all applicable federal, state, and local requirements.
- Ensures the Laboratory Program meets or exceeds applicable quality assurance and quality control standards and remains certified to perform complex chemical, bacteriological and physical analysis of wastewater, wastewater constituents, recycled water, storm water and potable water.
- Manages the Authority's Biosolids Environmental Management System and ensures that it meets or exceeds applicable standards for certification.
- Manages all permit monitoring and compliance activities for the Authority including: the Encina Water Pollution Control Facility; the Encina Ocean Outfall; related member agency facilities; permitted Source Control Program industrial waste dischargers; and the Authority's Biosolids Disposal and Flow Metering Programs. Prepares, reviews, certifies and transmits to the proper regulatory agency, all applicable NPDES and self-monitoring reports for the Authority and member agencies.
- Prepares goods and services procurement contracts and related documents in support of regulatory monitoring programs including: scopes of work, requests for bids (RFB) and proposals (RFP); evaluates bids and proposals; chairs selection panels, negotiates contracts; ensures compliance with applicable Authority policies and procedures, monitors contract performance; and reviews payment requests.
- Monitors and reviews the effects of new and changing federal, state and local regulations on the Authority's ability to maintain compliance.
- Acts as technical point of contact on source control and laboratory issues providing information and assistance to the Authority Board of Directors and its subcommittees, General Manager and other interested parties as appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Knowledge of advanced principals, practices, and methods of evaluating industrial pretreatment programs, laboratory programs, water quality programs, and biosolids disposal programs; environmental regulations and laws relating to these areas of responsibility.
- Knowledge of the Authority's Biosolids Environmental Management System
- Knowledge of principles and practices of public administration, including budgeting and maintenance of public records; effective management and supervision concepts and techniques; and demonstrated experience using such knowledge.
- Ability to analyze and make sound recommendations on complex environmental, regulatory, water quality, and management issues; understand, interpret, explain and apply federal, state, and local policy, law, regulation, and court decisions governing Authority operations.
- Ability to monitor, and coordinate compliance related functions of source control, biosolids and water quality programs and resolve complex environmental issues with regulatory agencies.
- Ability to prepare clear, concise, and comprehensive correspondence, reports, studies and other written materials and exercise sound, expert, independent judgment within general policy guidelines.
- Ability to establish and maintain effective working relationships with regulatory agencies as well as with Authority managers, member agency managers, board members, employees, and the public.
- Ability to supervise, train and evaluate professional and technical staff.

**EDUCATION REQUIREMENT:** A Bachelor's Degree in natural or environmental science, engineering, or a closely related field from an accredited college or university. A Master's Degree is desired but not required.

**EXPERIENCE REQUIREMENT:** Eight (8) years of increasingly responsible experience in an environmental or regulatory setting, including three (3) years in a supervisory or management capacity.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes a possible cause for termination.

**PHYSICAL AND MENTAL DEMANDS:**

**Physical Demands**

While performing the duties of this position, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

**WORK ENVIRONMENT:** The employee works under typical office conditions, and the noise level is usually quiet.

**QUALIFICATIONS:** Ability to pass Authority pre-employment physical examination; possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

**RIGHT TO WORK REQUIREMENT:** Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.**