



Environmental Compliance Specialist

DEFINITION

Under general direction, performs a variety of environmental compliance activities and permitting associated with District facilities, equipment, water quality, and operations; performs a variety of hazardous materials management program compliance activities associated with District facilities, equipment, and operations; as required, provides technical and operational support for emergency preparedness and response program activities; recordkeeping and reporting; may exercise technical and functional oversight over support staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification with responsibility for the administration and coordination of the District's programs and activities to support compliance with environmental permits and regulations. In this position, the incumbent serves as a subject matter resource and program manager expected to have knowledge of federal and state regulations pertaining to environmental permits and programs as they relate to District operations as well as support the reporting and compliance activities related to Water Quality. The incumbent in this class exercises some discretion and independent judgment to recommend appropriate regulation compliance activities, to prioritize and coordinate program's mandates, goals and objectives. Direction is provided by the Water Quality Manager.

EXAMPLES OF DUTIES

Typical duties will vary depending upon specific work assignment as determined by the Water Quality Manager and may include, but not be limited to, the following:

- Assist in the development and administration of comprehensive environmental programs to ensure compliance with applicable permits, rules, regulations, and standards related to the District's operations
- Prepare regulatory permits as required by applicable law and regulations; obtain data from various sources, compile, and completes required permit applications; provides recommendations for permit language during permit application and approval processes
- Coordinate and ensure compliance for District programs, services, and staff related to existing and new National Pollutant Discharge System (NPDES) permit compliance and renewal, Certified Unified Program Agency (CUPA) program, California Accidental Release Protection (CalARP), Bay Area Air Quality Management District (BAAQMD) program, Storm Water Pollution Prevention Plans, hazardous materials and waste management compliance program, underground storage tank facilities, fire inspection program, and other areas of environmental compliance for the District
- Provide routine inspections for District Hazardous Material Program and coordinates activities with other local, state, or federal agencies relating to the Program.
- Coordinate hazardous materials and waste management program, including waste minimization procedures

- Coordinate the development and maintenance of standard operating procedures and strategies for complying with environmental requirements and regulations; conducts studies and analyses to ensure that compliance with environmental laws and regulations is occurring, including site visits where appropriate.
- Coordinate and direct compliance audits and reporting of District facilities and operations
- Coordinate training for District staff on topics affecting environmental compliance
- Interpret state and federal regulations related to surface water quality, discharges, recycled water reuse, storm water, creek restoration, integrated watershed management and other environmental aspects of District operations to ensure compliance
- Keep current on environmental legislation and developments, regulation and permit requirements and revises District procedures and policies for environmental compliance;
- Represent the District and serve as a regulatory agency liaison in managing regulatory permits and applicable environmental issues before local, regional, state and federal policy making bodies, regulatory agencies, and local business and community groups
- Prepares or manages preparation of scope of work for contracts, solicits proposals, recommends selection, and reviews the work of environmental consultants preparing environmental documents, permits and special studies for District projects;
- Prepares staff reports and presentations given to staff and/or the Board of Directors;
- Coordinates environmental activities with other Divisions and agencies to assure compliance with legislation and policies; conducts meetings of both professional and technical personnel to resolve problems or changes in policies and procedures
- Prepares budget requests and supporting justification; monitors projects for compliance with schedule and budget requirements; recommends and justifies adjustments to requirements as appropriate;
- Organizes and maintains accurate and detailed databases, files, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules.
- Interprets and applies safety rules and regulations to work assignments.
- Prepare and file annual reports

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles and practices of environmental compliance activity and program coordination, water quality monitoring, analysis and reporting;
- Local, state and federal regulations related to environmental compliance and water quality, drinking water system discharges, recycled water reuse, storm water discharges, air quality, hazardous materials/waste management;
- Sampling and reporting;
- Practices of research, analysis, making sound recommendations, and preparing clear, concise and complete correspondence;
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to environmental compliance and water quality;
- Computers and word processing, spreadsheet, visual presentation software used in conjunction with contemporary business practices

Ability to:

- Determine work priorities and effectively coordinate the necessary personnel and resources;
- Effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans and policies to facilitate understanding and mutual cooperation;
- Conduct and complete difficult, complex and specialized research studies and projects; interpret data and make recommendations to ensure regulatory compliance;
- Complete environmental assessments and environmental permit applications;
- Effectively and tactfully communicate and deal with department personnel, government officials, environmental permitting agencies, public agencies, representatives of specific interest groups, District Board of Directors, and committees, and the general public;
- Work independently and utilize sound judgment in making decisions and recommendations;
- Prepare technical documents reports and correspondence clearly and concisely;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Drive a vehicle depending upon job assignment;
- Travel to off-site work locations depending upon job assignment; work weekends and/or evenings to make presentations or attend meetings, and to travel to alternative work locations for these and other purposes.

Education and Experience:

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

- A bachelor's degree from an accredited college or university with major course work in environmental or civil engineering, environmental science/studies, natural sciences, water resources, biology, chemistry, environmental health or a closely related field.

AND

- Three years of responsible regulatory, environmental, or related experience in one or more of the following areas: environmental permit programs; environmental laboratory operations; water quality monitoring and reporting; storm water management and watershed restoration.

LICENSES AND/OR CERTIFICATIONS

- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: March 2023
Approved by: Human Resources Manager