

Water Authority Position Description

COMPLIANCE MANAGER

| Status | Position Code | Level | Date |
|----------|---------------|-------|----------|
| APPROVED | COMG | P31 | Mar 2017 |

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

MANAGE THE AUTHORITY'S ENVIRONMENTAL COMPLIANCE DIVISION TO INCLUDE THE DEVELOPMENT, IMPLEMENTATION AND ENFORCEMENT OF COMPLIANCE IN PROGRAMS SUCH AS SAFE DRINKING WATER ACT, NPDES, GROUND WATER DISCHARGE, INDUSTRIAL PRETREATMENT, BIOSOLIDS, POLLUTION PREVENTION AND WATER QUALITY LABORATORY FUNCTIONS & COMPLIANCE. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS, RELATING TO PUBLIC HEALTH AND WELFARE.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN HYDROLOGY, WATER RESOURCES, WATER LAW, BIOLOGY, CHEMISTRY, ENGINEERING OR A RELATED FIELD, PLUS EIGHT (8) YEARS MANAGEMENT EXPERIENCE IN ENVIRONMENTAL COMPLIANCE MONITORING TO INCLUDE FIVE (5) YEARS SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL ADMINISTRATIVE DIRECTION FROM THE CHIEF OPERATING OFFICER.
EXERCISE DIRECT SUPERVISION OVER SUPERVISORY, PROFESSIONAL, TECHNICAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. RESPONSIBLE, THROUGH STAFF, FOR INVESTIGATING, MEASURING AND EVALUATING ENVIRONMENTAL CONDITIONS AND THE CARRYING OUT OF RELEVANT RESEARCH, DEVELOPMENT, PLANNING, AUDITING, DESIGNING, AND RELATED COMPLIANCE ACTIVITIES.
2. EVALUATE COMPLIANCE WITH ENVIRONMENTAL LAWS AND PROGRAM THROUGH PERMITTING, SELF-ASSESSMENTS, AUDITS, INSPECTIONS, INVESTIGATIONS, AND ENFORCEMENT AND CORRECTION ACTION ACTIVITIES.
3. MODIFIES POLICIES, PROCEDURES, ORDINANCES, AND OPERATING GUIDELINES TO COMPLY WITH CHANGES TO APPLICABLE LAWS AND REGULATIONS.
4. DEVELOP AND IMPLEMENT ENVIRONMENTAL COMPLIANCE PLANS FOR WATER, WASTEWATER TREATMENT, HAZARDOUS WASTE MANAGEMENT, POLLUTION PREVENTION, AND BIO-WASTE MANAGEMENT.
5. PROVIDE TECHNICAL ASSISTANCE AND ADVICE TO OTHER DIVISIONS.
6. COORDINATE COMPLIANCE ACTIVITIES WITH REGULATORY AGENCIES.
7. PROVIDE ENVIRONMENTAL GUIDELINES AND ASSISTANCE IN TRAINING AT THE DIVISIONAL LEVEL AS REQUIRED.
8. INTERACT WITH OUTSIDE VENDORS AS NECESSARY TO ENSURE COMPLIANCE WITH REGULATORY REQUIREMENTS.
9. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED PERSONNEL. PROVIDE OR COORDINATE STAFF TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
10. OVERSEE AND PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE ASSIGNED PROGRAM BUDGET. APPROVE THE FORECAST OF FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES. APPROVE EXPENDITURES AND IMPLEMENT BUDGETARY ADJUSTMENTS AS APPROPRIATE AND NECESSARY.

SUPPLEMENTAL FUNCTIONS

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

PROFESSIONAL KNOWLEDGE OF THE PRINCIPLES, METHODS AND TECHNIQUES CONCERNED WITH FACILITIES AND SYSTEMS FOR CONTROLLING POLLUTION AND PROTECTING QUALITY OF RESOURCES AND THE ENVIRONMENT
 ENVIRONMENTAL COMPLIANCE REGULATIONS
 PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
 PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION
 METHODS AND TECHNIQUES OF EVALUATING SYSTEM PERFORMANCE AND RECOMMENDING MODIFICATIONS
 PRINCIPLES, PRACTICES, AND TECHNIQUES OF ENVIRONMENTAL PLANNING AND PROTECTION
 PRINCIPLES AND PRACTICES OF GOVERNMENTAL BUDGET PREPARATION AND ADMINISTRATION
 PERTINENT WATER QUALITY RULES AND REGULATIONS
 ENVIRONMENTAL COMPLIANCE REGULATIONS

METHODS AND TECHNIQUES OF EVALUATING SYSTEM PERFORMANCE AND RECOMMENDING MODIFICATIONS
 METHODS AND TECHNIQUES FOR WET CHEMISTRY TESTING AND EVALUATION
 HAZARDOUS WASTE AND/OR MATERIAL HANDLING, STORAGE, LABELING, AND DISPOSAL REQUIREMENTS OF VARIOUS FEDERAL, STATE, AND LOCAL AGENCIES
 WATER POLLUTION PREVENTION REQUIREMENTS OF VARIOUS FEDERAL, STATE, AND LOCAL AGENCIES
 OIL AND HAZARDOUS SUBSTANCE CONTINGENCY PLANNING CONCEPTS AND OIL POLLUTION PREVENTION REQUIREMENTS OF VARIOUS FEDERAL, STATE, AND LOCAL AGENCIES
 UNDERGROUND AND ABOVEGROUND TANK PROGRAM REQUIREMENTS OF VARIOUS FEDERAL, STATE, AND LOCAL AGENCIES
 WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

AN UNDERSTANDING AND THE ABILITY TO UTILIZE PERTINENT ASPECTS OF CHEMISTRY, BIOLOGICAL SCIENCES AND PUBLIC HEALTH THAT PERTAIN TO THE CONTROL OR ELIMINATION OF POLLUTANTS ARE ALSO MAJOR FUNCTIONS
 ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE APPROPRIATE ADJUSTMENTS
 PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
 PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION
 DEMONSTRATE ADVANCED TECHNICAL SKILL AND EXPERIENCE WITH ENVIRONMENTAL PRINCIPLES AND APPLICATIONS
 ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE APPROPRIATE ADJUSTMENTS
 IDENTIFY AND RESPOND TO SENSITIVE COMMUNITY AND ORGANIZATIONAL ISSUES, CONCERNS AND NEEDS
 DEVELOP AND ADMINISTER DIVISION GOALS, OBJECTIVES AND PROCEDURES
 ANALYZE PROBLEMS, IDENTIFY ALTERNATIVE SOLUTIONS, PROJECT CONSEQUENCES OF PROPOSED ACTIONS AND IMPLEMENT RECOMMENDATIONS IN SUPPORT OF GOALS

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; EXPOSURE TO INCLEMENT WEATHER, UNPLEASANT ODORS, COMPUTER SCREENS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, WALKING OR STANDING FOR PROLONGED PERIODS OF TIME; MODERATE OR LIGHT LIFTING
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT