

Water Authority Position Description

REGULATORY POLICY MANAGER

Status	Position Code	Level	Date
APPROVED	RGPM	P29	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

REVIEW PROPOSED FEDERAL AND STATE POLICIES, GUIDANCE AND REGULATIONS AS IT RELATES TO COMPLIANCE WITH ALL PERMITS. PREPARE REPORTS AND MAKE RECOMMENDATIONS ON PROPOSED REGULATIONS AND ENVIRONMENTAL POLICIES. DEVELOP AND IMPLEMENT REGULATORY AFFAIRS POLICIES AND PROCEDURES TO ENSURE THAT REGULATORY COMPLIANCE IS MAINTAINED OR ENHANCED. REVIEW DOCUMENTS FOR SUBMITTAL TO REGULATORY AGENCIES TO ENSURE SUBMISSION IS ACCURATE, TIMELY, AND CONSISTENT WITH REGULATORY REQUIREMENTS, AND ASSIST WITH OTHER COMPLIANCE RELATED ACTIVITIES.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR OF SCIENCE DEGREE IN HYDROLOGY, WATER RESOURCES, BIOLOGY, CHEMISTRY, ENGINEERING OR A RELATED FIELD AND SIX (6) YEARS' EXPERIENCE MANAGING FEDERAL AND STATE ENVIRONMENTAL PERMITTING, ASSESSMENT AND/OR COMPLIANCE PROGRAMS. EXPERIENCE WITH WATER OR WASTEWATER PROGRAMS PREFERRED.

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 COMPLIANCE MANGER AND CHIEF OPERATIONS OFFICER.

LEAD SUPERVISORY, TECHNICAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. DEVELOP AND IMPLEMENT REGULATORY STRATEGIES AND IMPLEMENTATION PLANS FOR ENVIRONMENTAL REQUIREMENTS. ANALYZE A WIDE RANGE OF OPERATIONAL, ORGANIZATIONAL AND PROCEDURAL ISSUES, PROVIDING RESULTS AND RECOMMENDATIONS.
2. DEVELOP RELATIONSHIPS WITH STATE OR FEDERAL ENVIRONMENTAL REGULATORY AGENCIES TO ANALYZE PROPOSED LEGISLATION AND ENVIRONMENTAL POLICY REGULATIONS FOR POTENTIAL IMPACTS ON THE WATER AUTHORITY. REPRESENT THE WATER AUTHORITY BEFORE REGULATORY AGENCIES ON POLICY MATTERS OR DECISIONS REGARDING ENVIRONMENTAL COMPLIANCE THAT IMPACT THE WATER AUTHORITY.
3. REVIEW PROPOSED FEDERAL AND STATE POLICIES, GUIDANCE AND REGULATIONS AS IT RELATES TO COMPLIANCE WITH THE SAFE DRINKING WATER ACT, CLEAN WATER ACT, GROUND WATER DISCHARGE OR OTHER PERMITS. PREPARE REPORTS AND MAKE RECOMMENDATIONS ON PROPOSED REGULATIONS AND ENVIRONMENTAL POLICIES AND KEEP MANAGEMENT INFORMED OF PENDING ITEMS.
4. ESTABLISH PROCEDURES OR SYSTEMS FOR PUBLISHING DOCUMENT SUBMISSIONS EITHER IN HARDCOPY OR ELECTRONIC FORMATS. REVIEW REPORTS REQUIRED BY REGULATORY AGENCIES, EVALUATE AND ASSIST IN REVISING PROCEDURAL CONVENTIONS FOR TEMPLATES AND SCHEDULES TO ASSURE TIMELINESS AND PROCEDURAL COMPLIANCE.
5. WORK WITH WATER QUALITY AND NPDES (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM) PROGRAM MANAGERS OR OTHER MANAGERS TO EVALUATE COMPLIANCE WITH ENVIRONMENTAL LAWS AND PROGRAMS THROUGH PERMITTING, SELF-ASSESSMENTS, AUDITS, INSPECTIONS, INVESTIGATIONS, AND ENFORCEMENT AND CORRECTIVE ACTION ACTIVITIES.
6. ACTIVELY PARTICIPATE AND REPRESENT THE WATER AUTHORITY BEFORE AMERICAN WATER WORKS ASSOCIATION, NEW MEXICO MUNICIPAL LEAGUE OR OTHER PROFESSIONAL GROUPS. PREPARE REPORTS OF PARTICIPATION AND ACTIVITIES.
7. TRAIN STAFF IN REGULATORY POLICIES OR PROCEDURES. REVIEW OR PREPARE USER MANUALS OR TRAINING MATERIALS TO ENSURE THAT REGULATORY AGENCIES REQUIREMENTS ARE MET.
8. LEAD OR PARTICIPATE IN THE RESEARCH, COORDINATION AND DEVELOPMENT OF REVISED ORDINANCES, POLICIES AND ADMINISTRATIVE INSTRUCTIONS.
9. ASSIST IN REVIEW AND PREPARATION OF DOCUMENTATION AND SUBMISSION TO APPROPRIATE REGULATORY AGENCIES AS NECESSARY. PROVIDE REGULATORY GUIDANCE TO COMPLIANCE DIVISION OR UPPER MANAGEMENT.

SUPPLEMENTAL FUNCTIONS

1. MAINTAIN CURRENT KNOWLEDGE OF RELEVANT REGULATIONS AND TRENDS IN THE ASSIGNED FIELD.
2. DEVELOP AND MAKE PRESENTATIONS TO VARIOUS GROUPS, AND ORGANIZATIONS.
3. SERVE AS WATER QUALITY CONTROL COMMISSIONER, IF APPOINTED.
4. PARTICIPATE IN SPECIAL PROJECTS AND PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

STATE AND FEDERAL ENVIRONMENTAL AND REGULATORY AGENCIES, INCLUDING THEIR JURISDICTION AND MAJOR REGULATIONS
PRINCIPLES, PRACTICES, AND TECHNIQUES OF ENVIRONMENTAL PLANNING AND PROTECTION
GENERAL PRACTICES, SERVICES AND OPERATIONS OF WATER AND SEWER UTILITIES
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS
PRINCIPLES OF BUSINESS LETTER WRITING AND TECHNICAL REPORT PREPARATION
ENGLISH USAGE, SPELLING, GRAMMAR AND PUNCTUATION
PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS
METHODS AND TECHNIQUES OF EVALUATING SYSTEM PERFORMANCE AND RECOMMENDING MODIFICATIONS

PREFERRED SKILL/ABILITY

DEVELOP EFFECTIVE WRITTEN COMPLIANCE PROGRAMS FOR VARIOUS FEDERAL AND STATE REGULATORY AGENCIES
ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE RECOMMENDATIONS
INTERPRET AND EXPLAIN WATER AUTHORITY POLICIES AND PROCEDURES
UTILIZE COMPUTER SOFTWARE AND PROGRAMS RELATED TO ASSIGNED AREA
ASSIST IN IDENTIFYING DATA NEEDS, DATA COLLECTION TOOLS, PERFORMANCE TARGETS, BENCHMARKS, ASSESSMENT AND AUDIT METHODS
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK
OPERATE OFFICE EQUIPMENT INCLUDING COMPUTERS AND SUPPORTING WORD PROCESSING AND SPREADSHEET APPLICATIONS
INTERPRET AND APPLY FEDERAL, STATE AND LOCAL POLICIES, LAWS AND REGULATIONS
SOLVE COMPLEX PROBLEMS AND COMMUNICATE THEM TO INTERNAL AND EXTERNAL CUSTOMERS

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

ESSENTIAL AND MARGINAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL CONDITION NECESSARY FOR SITTING, STANDING, OR WALKING FOR PROLONGED PERIODS; TRAVEL FROM OFFICE TO SITE.