



CENTRAL MARIN SANITATION AGENCY

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REGULATORY COMPLIANCE MANAGER

SUMMARY

Under direction from the Technical Services Manager/Assistant General Manager, manages, plans, and supervises all aspects of the Agency's Environmental Laboratory, Source Control, and Storm Water Programs, including budgeting, planning, training, and supervision of staff. Responsibilities include preparation and implementation of operating procedures for administering functions of the laboratory and preparing the Agency's laboratory and NPDES regulatory reports for the Regional Water Quality Control Board, State Water Resources Control Board, Environmental Protection Agency, and local agencies.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Develops and implements goals, objectives, policies, principles, and procedures for the laboratory, source control, and regulatory compliance programs.
- Prepares, coordinates, and oversees the laboratory related operating and capital budgets.
- Monitors changes in legal and regulatory requirements for Source Control and Storm Water management, recommends and implements changes to comply with new requirements.
- Coordinates activities with operations, maintenance, business services, member and contract agencies.
- Coordinates preparation of the Agency's Self-Monitoring Report (SMR) and Discharge Monitoring Report (DMR). Serves as backup Legally Responsible Official (LRO) for CMSA SMR and DMR submittal.
- Plans, designs, modifies, and implements the Agency's environmental laboratory program to ensure compliance with federal, state, and local regulations.
- Manages, directs, and implements laboratory services for performing chemical, biological, and bacteriological analyses of water, wastewater, industrial wastes, and related materials including ensuring that all regulatory reporting and compliance requirements are met.
- Monitors the work of contract laboratories performing NPDES permit testing.
- Implements and reviews the quality assurance programs to meet EPA, NPDES, and other regulatory requirements, and oversees the implementation of necessary changes.
- Assures the continuance of the Laboratory's Environmental Laboratory Accreditation Program (ELAP) certification.
- Performs sample collection, analysis, and reporting as needed.
- Directs all aspects of the Source Control program including industrial waste, fats, oils, and grease, and dental office inspections, permitting, and enforcement of discharge violations.
- Manages the Source Control and Storm Water programs to ensure reporting and regulatory compliance requirements are being met.
- Oversees the administration of service contracts with local public Agencies for source control, programs, and stormwater enforcement.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include but are not limited to the following:

- Participates in the Executive Committee meetings as requested.

- Participates in Agency related committees, training, staff functions, and board meetings as requested.
- Participates and works with other public agencies and groups or organizations as needed.
- Ensures facility process control monitoring is performed in accordance with operational needs as well as local, state, and federal regulations.
- Serves as the Source Control and Storm Water Program LRO to the State and Regional Water Quality Control Boards.
- Oversees the maintenance of work records and documents; prepares, maintains, and validates reports for regional, state and federal agencies.
- Maintains and updates the Agency's Sewer Use Ordinance and Enforcement Response Plan.
- Seeks ways to continuously improve work processes and Agency performance.
- Represents the Agency at conferences and professional meetings.
- Provides economical and efficient services to JPA members and contract agencies.
- Serves on the Agency Process Control Team and collaborates with the team and Operations to devise strategies to address process issues and optimize treatment facility performance.
- Coordinates the preparation of organic waste reports and billing.

SUPERVISORY RESPONSIBILITIES

Manage and supervise employees who work in the environmental laboratory and on the Agency's Source Control programs. Carries out supervisory responsibilities in accordance with Agency policies and procedures, and applicable labor and safety laws and regulations. Responsibilities include interviewing, making hiring recommendations, and training employees; planning, assigning, and directing work; setting staff work expectations and performance goals; assisting with preparation of work plans, appraising performance, and rewarding and disciplining staff; participates in investigating, addressing, and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Completion of four years of college or university studies, resulting in graduation or its equivalent, with major course work in chemistry, biology, environmental studies, bacteriology, microbiology, or similar science. An advanced degree in one of the listed educational specialties is desirable.

Five years of professional level environmental laboratory experience, including at least two years in a supervisory or management capacity. Experience in a water or wastewater treatment laboratory and environmental compliance program is preferred.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner; ability to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others.

Language Skills

Ability to read, analyze, and interpret complex scientific and technical journals and procedures, governmental regulations, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the public. Ability to effectively present information to management, public groups, and/or governing boards.

Mathematical Skills

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, permutations, and statistical theory. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Grade III Laboratory Analyst certificate issued by the California Water Environment Association or obtain the certification within eighteen (18) months of employment. Must obtain a Grade IV Laboratory Analyst Certification within twenty-four (24) months of employment. Must possess a valid California class C driver's license, have a satisfactory driving record, and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear in person, on the telephone, or on the radio. The employee frequently is required to stand, walk, sit, use hands and smell.

The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds above the head. Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring objects into sharp focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

Job Title: Regulatory Compliance Manager
Department: Technical Services
Reports To: Technical Services Manager/Assistant General Manager
FLSA Status: Exempt
Revised Date: May 2026