



## **CENTRAL MARIN SANITATION AGENCY**

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### **REGULATORY COMPLIANCE MANAGER**

#### **SUMMARY**

Under direction from the Technical Services 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 DUTIES AND RESPONSIBILITIES**

Duties include, but are not limited to, the following:

##### **Management Functions**

- Develops and implements goals, objectives, policies, principles, and procedures.
- Participates on the Executive Committee meetings as requested.
- Prepares, coordinates, and oversees the laboratory related operating and capital budgets.
- Seeks ways to continuously improve work processes and Agency performance.
- Monitors changes in legal and regulatory requirements for Source Control and Storm Water management, and recommends and implements changes to comply with new requirements.
- Represents the Agency at conferences and professional meetings.
- Participates in Agency related committees, training, staff functions, and board meetings.
- Provides economical and efficient services to JPA member 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.
- Serves as an Agency representative with the Regional Water Quality Control Board, Bay Area Clean Water Agencies, and US EPA regarding NPDES permit issues.
- Participates and works with other public agencies and groups or organizations as needed.
- Coordinates activities with operations, maintenance, business services, and 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.

### **Laboratory Functions**

- 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.
- Ensures facility process control monitoring is performed in accordance with operational needs as well as local, state, and federal regulations.
- 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.

### **Source Control Functions**

- 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.
- 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.
- Manages the Source Control and Storm Water programs to ensure reporting and regulatory compliance requirements are being met.
- Maintains and updates the Agency’s Sewer Use Ordinance and Enforcement Response Plan.

### **SUPERVISORY RESPONSIBILITIES**

Manages and supervises 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 duty 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 a 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; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

**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**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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.

#### **SPECIAL REQUIREMENTS**

There are no special requirements for this job.

#### **RIGHT TO WORK DOCUMENTATION**

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

**Job Title:** Regulatory Compliance Manager  
**Department:** Technical Services  
**Reports To:** Technical Services Manager  
**FLSA Status:** Exempt  
**Revised Date:** December 2018