



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Director of Environmental and Regulatory Compliance
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### **GENERAL PURPOSE**

Under policy direction, plans, organizes, directs, and implements comprehensive strategies and programs for the Environmental and Regulatory Compliance Department; plans, organizes, and directs the activities and staff performing work related to the laboratory, source control, and environmental compliance programs; coordinates programs with regulatory agencies and internal departments to ensure District knowledge of, and compliance with, applicable regulatory concerns; directs the review and analysis of new and changing regulations; ensures effective and efficient high-quality work in the managed programs; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a department director classification that oversees, directs, and participates in all activities of the Environmental and Regulatory Compliance Department including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to executive management on a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the District's Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Assistant General Manager of Planning, Engineering and Construction. Exercises direct supervision over managerial, supervisory, professional, technical, and administrative staff through subordinate levels of supervision.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Plans, organizes, directs, and evaluates the work of the Environmental and Regulatory Compliance Department; directs and manages the work of staff supporting comprehensive program areas which include source control, laboratory, and environmental compliance; ensures programs are designed and administered to meet the District's needs.
- Plans, directs, and participates in conducting administrative or management assessments for multiple divisions including laboratory; environmental compliance, source control, and other related system monitoring and measurements; discusses findings with District executives and managers; develops conclusions, recommendations, and implementation plans.
- Coordinates programs with regulatory agencies to ensure District knowledge and compliance with applicable regulatory requirements; negotiates with regulatory agencies on permitting conditions, new regulations, and new general orders, including attending working meetings, developing comment correspondence, and testifying at public hearings.
- Develops, implements, and administers comprehensive programs, policies, guidelines, and procedures related to environmental and regulatory compliance comprising core functions of regulatory permit management, pretreatment compliance and enforcement, analytical data management, internal auditing, regulatory agency partnerships, and environmental documentation.
- Manages and directs the development, implementation, and evaluation of short- and long-term plans, policies, systems, and procedures to achieve annual goals, objectives, and work standards focused on achieving the department's mission and assigned priorities.
- Participates in the development of and monitors performance against the department's annual budget; negotiates contracts and agreements for program operations.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Selects, trains, motivates, and directs department staff; establishes performance requirements and personal development targets; evaluates and reviews work for acceptability and conformance with department standards, including program and

project priorities and performance evaluations; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies, and labor contract provisions.

- Serves as an advisor to District executives, department heads, and other managers on environmental and regulatory matters, and to administer the regulatory requirements associated with the District's water and wastewater services and operations.
- Oversees and directs permit applications, monitoring, and reporting programs, compliance audits, and other related functions to ensure compliance with all regulatory mandates and requirements.
- Analyzes proposed local, state and federal law, regulations, and court decisions for their impact on District practices and operations; recommends and implements policy and procedure changes consistent with requirements; coordinates with staff/regulatory agencies to advance responsible regulations that are consistent with operations requirements.
- Prepares, reviews, and presents staff reports, various management and information updates, project status reports, business correspondence, and related written documentation.
- Within assigned areas of accountability, serves as the District's representative to professional, industry and community groups, and customers, and to other agencies, organizations, and individuals.
- Directs or conducts research and analysis of the District's needs and requirements in assigned areas of responsibility, recommends appropriate actions and implements programs.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, training, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Applies Continuous Improvement principles in the deployment of branch and department business plans, processes, and performance measures, ensuring that they align with the District's strategies and operational plans.
- Participates in organizational performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key values and related key performance indices.

- Ensures effectiveness of the business processes undertaken by the division, department, or branch.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental performance indicators in making decisions.
- Establishes performance criteria for assigned staff.
- Ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned areas of responsibility.
- Principles and practices of leadership.
- Principles and practices of public administration, including budgeting, purchasing, and maintenance of public records.
- Organization, function, role, and authority of a public agency Board of Directors.
- Principles and techniques of working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Theory, principles, public codes, practices, and techniques of environmental and regulatory compliance as they apply to a large, complex water and wastewater system.
- Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
- Laboratory research methods and analysis techniques.
- District personnel rules, policies and labor agreement provisions.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of structured problem solving.
- The Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

- Select and supervise staff, ensure proper training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Plan, direct, oversee and manage the staff and operations of comprehensive environmental and regulatory compliance programs.
- Develop and implement goals and objectives, practices, policies, procedures, and work standards.
- Understand, interpret, explain, and apply District, local, state, and federal policy, law, regulation, and court decisions governing assigned areas of responsibility.
- Provide administrative, management, and professional leadership for the District and the department.
- Present proposals and recommendations clearly and logically in public meetings.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, various business, professional and regulatory organizations, and in meetings with individuals.
- Analyze and make sound recommendations on complex environmental, regulatory, water quality, and management and administrative issues.
- Resolve complex environmental and regulatory issues with internal customers and regulatory agencies.
- Prepare clear, concise and comprehensive correspondence, reports, studies, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- Use continuous improvement process and the core values as building blocks for department operations.
- Define and explain key processes and process requirements within the department.
- Develop and deploy strategic plan elements and key performance measures consistent with District goals.
- Develop and maintain continuous improvement in all areas of operations.
- Develop and monitor performance standards for all divisions within the department.
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole.
- Track and monitor department performance.
- Make sound decisions based on departmental performance indicators.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Eight (8) years of years of progressively responsible professional experience developing and managing environmental or regulatory programs, four (4) of which should be in a management capacity, preferably with a water and sanitation district.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in environmental science, environmental or chemical engineering, environmental law, or a related field. A master's degree is desired.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.
- Professional Engineer license, California Water Environment Association Laboratory Analyst certification, California Water Board Water Distribution/Treatment certification, and/or other relevant certifications are desirable.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Director of Environmental and Regulatory Compliance  
Last Update: August 2023

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>October 2, 2019</i>
<b>Date modified:</b>	<i>August 31, 2023</i>
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed, and fully understand the job description for Director of Environmental and Regulatory Compliance. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_