

REGULATORY COMPLIANCE OFFICER

PURPOSE AND NATURE OF WORK

Positions so classified are responsible for participating in and supervising the day-to-day tasks of positions engaged in inspection of industrial sites, sampling and analysis of materials in order to ensure compliance with regulations concerning either hazardous materials, municipal landfills, discharges into the municipal sanitary sewers or storm sewers, discharge from municipal wastewater treatment plants, and laboratory analysis (Depending on area of assignment). Incumbents typically report to technical supervisor and have supervisory responsibilities for a small number of Regulatory Compliance Specialists, Laboratory Technicians, Chemists, Civil Engineering Aide IIIs, and/or equipment operators.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Schedules, supervises, and conducts inspections of restaurants, permitted industries, and wastewater treatment plants. Assists specialists with questions concerning execution of job duties, determines enforcement levels and drafts/issues reporting and effluent violations. Reviews data and data analysis reports to ensure accuracy. Reviews building permits and codes applications to determine potential industrial dischargers and possible permittees. Responds to questions and concerns regarding issues governed by applicable laws, rules, and regulations.

Supervises personnel engaged in on-site laboratory analysis of water and wastewater operations. Reviews results from both in-house and contract laboratory analyses. Prepares reports as required by law. Stays current on laboratory methods and reviews/recommends laboratory corrective actions. Develops contracts for off-site laboratory work. Responds to questions and concerns concerning laboratory results.

Oversees the operation and maintenance of the landfill. Oversees Civil Engineering Aides who are responsible for reviewing proposed developments and monitoring active construction sites to ensure compliance and enforcement of stormwater and pollution prevention regulations.

Investigates and reports on Citizen Complaints "Pollution Alert" Responses. Manages discharge permit information for LCG septic systems and storm water discharge outfalls.

Reviews timesheets, authorizes leave, and conducts performance evaluations for subordinates. Prepares reports as required. Participates in the work of subordinates as necessary.

Participates in renewal of required environmental regulatory permits.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS (Depending on area of assignment)

Knowledge of and ability to apply local, state and federal environmental regulations pertaining to area of assignment.

Knowledge of data collection and analysis.

Knowledge of chemical and bacteriological laboratory methods and analyses.

Knowledge of civil engineering pertaining to street and drainage plans, specifications and construction methods.

Ability to use personal computer to carry out work duties as required.

Ability to form and maintain effective working relationships with industry management, regulatory agency officials, the general public, and other employees.

DESIRABLE TRAINING AND EXPERIENCE (Depending on area of assignment)

Bachelor's degree in physical or natural sciences related to area of assignment and professional experience in environmental compliance or an equivalent combination of education and experience.