

## REGULATORY COMPLIANCE PROGRAM MANAGER

### JOB DESCRIPTION

**Classification Responsibilities:** A Regulatory Compliance Program Manager is responsible for performing professional and technical duties associated with regulatory, environmental compliance; and permitting activities for the wastewater and drinking water treatment plant discharges to waters of the United States, stormwater at water and wastewater sites, reclaimed water, reuse sites, bio-solids disposal, Water Resources de minimis discharge, Water Resources air quality permits, water and wastewater aquifer protection permits, drinking water, cross connection/backflow, and industrial pretreatment. The Regulatory Compliance Program Manager is also responsible for the Department Compliance Laboratory which performs process and compliance testing on the City's drinking water, storm water, wastewater effluent, and industrial pretreatment samples. This class manages, coordinates, and evaluates the activities and functions of the following sections: the Compliance Laboratory, Water Quality, Cross Connection, Industrial Pretreatment, Reclaimed Water, and Air Quality. Duties include: assigns work activities to subordinate staff and monitors work flow; reviews and evaluates work products, methods, and procedures to ensure quality and compliance; hires, fires, and disciplines employees as necessary; develops and updates internal guidance documents and procedures for compliance with environmental laws, regulations, Intergovernmental Agreements (IGA), and permit requirements; prepares annual or two-year Operating & Maintenance budget including staffing, equipment maintenance contracts, training, and lab supplies such as reagents and non-capitalized equipment replacements; and prepares capitalized CIP equipment replacement needs budget.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. This class works with considerable independence and is expected to provide a high level of professionalism when dealing with the public, other City employees, and outside agencies. An employee in this class is expected to have a comprehensive working knowledge of environmental rules and regulations pertaining to drinking water, storm water, wastewater discharge, air quality, drinking water, cross connection/backflow, and industrial pretreatment in order to make independent decisions when completing work assignments. Employees must be able to present complex technical information and data in a format that is easily understood by a variety of audiences. An employee in this class works under the general direction of the Water Resources Assistant Director who reviews work through meetings, conferences, and overall results achieved. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Chemistry, Environmental Sciences, or a closely related field. Five years of progressively responsible experience in the administration and oversight regarding wastewater regulatory issues, environmental issues, and/or water/wastewater laboratory standards, practices, equipment, and management. Three years of supervisory experience.

**Special Requirement.** Must possess a valid Class D Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** None

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with regulatory agencies on drinking water, storm water, wastewater discharge, and air quality regulatory and compliance issues. Maintains excellent documentation for regulatory and compliance purposes. Works cooperatively within a team environment to develop and implement programs to ensure compliance. Provides direction and/or information on sampling methods and sample analysis to laboratory staff. Prepares reports and letters regarding compliance and permitting such as: environmental permits, permit divergences, and intergovernmental agreements. Reports violations and prepares routine compliance reports.

**Manual/Physical:** Reviews compliance and permit related work performed by others in order to ensure compliance with federal, state, and county rules and regulations. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to drive to work locations to oversee testing/permitting. Uses a computer in order to write reports and letters and enter information. Prepares updates, maps, and graphs to report compliance related information. Meets scheduling and attendance requirements.

**Mental:** Supervises and evaluates the work of staff. Prioritizes own work, work of others, and assigns work to staff. Resolves work-related problems and issues. Plans, organizes, and/or directs drinking water, storm water, wastewater discharge, and air quality compliance activities. Reads, analyzes, and interprets complex environmental information, methods, and data. Analyzes compliance requirements. Analyzes, evaluates, and interprets regulations, laboratory analytical results, analytical methods, and compliance program documents. Analyzes and interprets water, air quality, and biosolids data for compliance with applicable standards; coordinates implementation of programs, tasks, monitoring, quality assurance and quality control of analyses and submittal of required environmental compliance and non-compliance reports to regulatory and tribal agencies, including wastewater plant storm water, wastewater discharge (discharge monitoring reports and self-monitoring report forms), biosolid disposal, Water Resources de minimis discharge, water resources air quality permits, and drinking water plant aquifer protection permit (self-monitoring report forms); compiles and/or monitors various administrative, demographical, and/or statistical data; analyzes data and identifies trends; summarizes technical data and prepares reports/charts; negotiates, obtains, renews, and/or modifies federal, state, and local environmental permits for Water Resources facilities including: National Pollutant Discharge Elimination System Permits (NPDES), Arizona Pollutant Discharge Elimination System Permits (AZPDES), Aquifer Protection Permits (APP), Maricopa County Air Permits, Underground Storage Permits, Water Storage Permits, and reclaimed water reuse permits; acts as Authorized Representative (AR) for Intergovernmental Agreements (IGA) involving Reclaimed Water; represents the City in regional organizations to track, develop, and influence regulations and policies with Arizona Department of Environmental Quality (ADEQ), Environmental Protection Agency (EPA), and Maricopa County with respect to APP, AZPDES, NPDES, Reuse, biosolids, plant stormwater, de minimis, and air quality permitting; briefs Water, Wastewater, and Water Resources Department management on environmental concerns and compliance issues with respect to APP, AZPDES, NPDES, Reuse, Biosolids, plant stormwater, de minimis, and air quality permitting; reviews existing and proposed legislation, statutes, laws, policies, rules, and guidance documents, and identifies requirements that may affect Water Resources with respect to APP, AZPDES, NPDES, Reuse, biosolids, plant stormwater, de minimis, and

air quality permitting; acts as a liaison between Water Resources and federal, state, county, tribal, local public health, and environmental agencies as well as other municipalities; interprets and explains applicable codes, ordinances, laws, rules, regulations, policies, IGAs, and procedures; clarifies compliance in environmental related issues on intergovernmental relations issues; and plans and coordinates internal and external environmental compliance assessments for Water Resources facilities with County, State, and EPA with respect to APP, AZPDES, NPDES, Reuse, biosolids, plant stormwater, de minimis, and air quality permitting. Reviews laboratory analysis reports; on-going projects; preparing for future compliance requirements; compiles data and management reports; maintains records and files; generates work orders and service requests; review and modify work process and efficiency of the compliance laboratory; reviews and approves invoices; reviews and approves employee time sheets and leave requests); preparing annual or two-year Operating & Maintenance budget including staffing, equipment maintenance contracts, training, and lab supplies such as reagents and non-capitalized equipment replacements; preparing capitalized CIP equipment replacement needs budget; planning, coordinating, and managing the LIMS; maintaining a database tracking system of environmental permits, regulations, and associated reporting requirements; performing testing of LIMS on any new client atmosphere ITD upgrades the City workstations; and acting as LIMS Project Manager. Comprehends and makes inferences from Environmental Protection Agency regulations. Prioritizes work assignments and manages personal time on a daily basis to meet division goals and requirements. Learns job-related material through on-the-job training, attendance at professional seminars, and continuing education.

### **Knowledge and Abilities:**

Knowledge of:

the principles and procedures of modern management, public administration, municipal finance, and budgeting practices;  
the principles and practices of supervision and personnel administration;  
ordinances, rules, and regulations governing wastewater discharges;  
rules and regulations pertaining to the Federal Clean Water Act, and Quality Control Practices, Quality Assurance Practices, and Compliance Acceptance;  
LIMS implementation, debugging, maintenance, and archival systems;  
chemical and microbiological principles and practices;  
techniques, equipment, and terminology used in a water and/or wastewater treatment plant and compliance laboratory;  
sophisticated analytical methods such as: Atomic Absorption Spectrophotometers, Ion Chromatography, total Organic Carbon Analysis, Gas Chromatography with Electron Capture, and/or Mass Spectrometer Detectors;  
chemicals, safety precautions, and equipment used in environmental, water, and wastewater facilities;  
Occupational Safety and Health Administration (OSHA) regulations as they apply to safe use of hazardous chemicals in the laboratory;  
personal computer (PC) and related software pertinent to laboratory equipment and data reporting; and  
principles and practices for field monitoring protocols, sample collection, preservation, analysis, and documentation requirements.

Ability to:

develop and maintain cost-effective services, and direct and oversee the operations of the department;  
evaluate operational activities and recommend and implement improvements;  
develop program goals and performance measures;  
develop effective supervisory skills in subordinates;  
make recommendations on personnel including hiring, evaluating, discipline, and recognition;  
review performance appraisal forms prepared by subordinates in order to make certain that the ratings given are consistent with departmental policy;  
establish work performance standards and operating procedures;  
effectively analyze and resolve operational and procedural problems;  
negotiate and administer contracts with federal, state, and local organizations;  
evaluate technical information and statutes and arrive at valid recommendations;  
provide leadership in implementing City and departmental policies and programs;  
present ideas concisely and effectively, both orally and in writing;  
prepare and submit clear, concise, and accurate reports on highly complex projects;  
establish and maintain effective working relationships with management, staff, and the general public;  
evaluate and communicate complex compliance information;  
analyze new and developing regulatory requirements;  
develop and/or revise compliance programs for wastewater;  
maintain proper records and documentation;  
work cooperatively with coworkers, representatives from other City departments, and regulatory agencies; and  
use computers to produce reports and other correspondence.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 10/23

MZ/js/yf

CS5302

EEO-O/A

JOB FCTN-ADM

INCREMENT 46-200

PAY GRADE: 59

IND-9410

SWORN-No