

**VALLEY CENTER MUNICIPAL WATER DISTRICT**  
**ENVIRONMENTAL AND REGULATORY COMPLIANCE MANAGER – OPERATION'S**  
**DEPUTY DIRECTOR OF OPERATIONS AND FACILITIES**

**DEFINITION**

Under general direction of the Director of Operations/Facilities, incumbent will develop, implement and administer various programs, policies and procedures to ensure compliance with Operations and Facilities related state and federal mandated environmental regulatory requirements; coordinates energy management programs, pumping strategies and plans; monitors and participates in energy and fleet related legislation to promote compliance with applicable environmental regulations.

**CLASS CHARACTERISTICS**

This is a single incumbent, non-supervisory class and is responsible for the development, implementation and administration of various programs required for environmental regulatory compliance including control, monitoring and reporting requirements with applicable federal and state laws and county ordinances, assisting with risk management functions.

Incumbent is responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities; acts as the District's primary representative with energy-serving utilities; responds to emergencies as deemed necessary by the District, and may be required to work in wastewater facilities to include collection, distribution and reclamation.

**ESSENTIAL DUTIES**

*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, develops, reviews and administers policies, procedures, reports, compliance programs and operations designed to monitor and ensure agency compliance with all environmental regulatory related regulations, as well as all water quality, wastewater discharge permit, hazardous materials/waste management and requirements promoted by federal, state and county agencies. Communicates with regulatory agencies and acts as a liaison with all agencies involved; reviews and approves expenditures while managing costs; establishes savings targets and benchmarks.

Monitors changes in applicable federal and state laws and county ordinances and conducts necessary amendments to associated District policies, practices, procedures, and programs to ensure sustained compliance with all applicable environmental laws and regulations governing District operations; keeps abreast of environmental related laws and requirements. May attend hearings, meetings, and serve on technical committees as a District representative.

Directs and coordinates initiatives, activities and reporting requirements for designated environmental compliance programs; drafts policies and District guidelines to detail compliance requirements; identifies and recommends monitoring and reporting requirements.

Implements, leads, plans, trains, reviews and participates in the work of District staff to ensure compliance with applicable environmental regulatory requirements; works with departments to identify impacts of their operations, and actions needed to avoid or mitigate these impacts.

Prepares environmental plans and reports mandated by federal, state, regional, and local laws, and regulations as well as compliance reports, technical reports, business correspondence and contracts; develops and/or reviews all discharge reports on a monthly, quarterly and annual basis; maintains a diverse range of records, databases and documents on assigned program operations and activities.

Confers and coordinates with fire agency staff regarding hazardous materials and environmental issues; confers and coordinates with law enforcement agencies on related activities.

Inspects facilities to ensure compliance with all applicable federal, state and local regulations pertaining to various environmental programs.

Escorts regulators on inspections of District facilities; conducts compliance audits; conducts sampling in accordance with mandated standards; evaluates, determines and reports on compliance status.

Researches and prepares a variety of studies and reports related to current and long-range District fleet needs, develops and implements vehicle electrification strategies, budgets and specifications; analyzes data to identify efficiency and cost control measures in order to prepare energy budgets and forecasts; pursues and manages programs for local, state and federal energy and fleet related funding and incentives.

Develops, recommends and implements goals, objectives, policies, priorities and strategies, ensuring alignment with District strategic and operational plans.

Observes and complies with all District and mandated environmental practices and compliance methods.

Operates a variety of office equipment.

Performs other duties as assigned.

### **QUALIFICATIONS GUIDELINES**

**Knowledge of:** All federal and state laws, as well as county/city ordinances and codes governing water, wastewater, and operations of the District; principles and methods of enforcing various codes and regulations related to water and wastewater; principles and methods of investigation utilized in field inspections; principles and practices of environmental safety, technical report writing and management of regulatory compliance programs and activities; specialized operational requirements, processes, and equipment as they relate to compliance programs; general regulatory permitting and reporting processes; District and mandated environmental rules, regulations, protocols and inspection techniques; using computers and related software applications; industrial hygiene, hazardous material management, hazardous analysis; OSHA and CAL-OSHA rules, requirements, reviews and audits and other federal, state and local laws and regulations, related to operational environmental issues; principles in emergency management, vulnerability assessment, security protocols; worker's compensation, return to work and standard instructional methods and techniques related to job skill and training; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

**Ability to:** Develop, implement, administer and monitor a comprehensive program to ensure District compliance with all applicable federal, state and local laws, ordinances and regulations; understand, interpret and apply all pertinent laws, codes regulations, policies and procedures, and standards relevant to work performed; prepare, organize and maintain inspection field data, reports and systems; prepare clear, concise, and comprehensive reports, memoranda, correspondence, and contracts; analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; comprehend and articulate complex facts and relationships in detail; independently organize work, set priorities, meet critical deadlines; handle stressful situations and effectively deal with difficult or angry people; communicate clearly and concisely, both orally and in writing, to staff and the Board of Directors; analyze complex issues and make

recommendations for action by management staff and the Board of Directors; and, establish and maintain effective and cooperative relationships with all district employees.

### **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS**

**Education:** A combination of experience and formal education equivalent to an Associate's degree from an accredited college or university in environmental sciences, or a closely related field.

**Experience:** A minimum of five years of related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in water and/or wastewater utility is highly desired.

**Licenses and Certifications:** California Class C Driver's License; State Water Resources Control Board (SWRCB) Water Distribution Operator Grade D4; Certified Environmental Specialist Certification.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** While performing the duties of this job, the incumbent is regularly required to sit, stand, walk, talk and hear; use hands and fingers to grasp and feel or operate objects, tools, or controls; and, reach with hands and arms. The incumbent is occasionally required to climb, balance, stoop, kneel, crouch, and crawl. The incumbent must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. May be required to medically qualify and wear a District approved respirator.

**Work Environment:** Outdoor work is required in the inspection of various field facilities and practices. While performing the duties of this job, the incumbent is regularly exposed to outside weather conditions. The incumbent may be occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level ranges from low to very loud.

POSITION DESCRIPTION APPROVED:

  
\_\_\_\_\_  
General Manager

9/9/2024  
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Date