

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: DIRECTOR, ENVIRONMENTAL AND REGULATORY COMPLIANCE**

**DATE: 5/10/2006**

**JOB CODE: 11802**

**FLSA STATUS: EXEMPT**

**UNIT REPRESENTATION: MANAGEMENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under general administrative direction, plan, organize, direct and administer the City Municipal Water Department programs involving regulatory compliance with environmental and occupational health and safety laws, and perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

The class of Director of Environmental and Regulatory Compliance is the Division level manager of a major organizational unit of the Department. The Director of Environmental and Regulatory Compliance reports to the General Manager and supervises directly or through subordinate supervisors, staff in the Environmental and Regulatory section.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Plans, organizes, directs and administers programs of environmental, health and safety regulatory compliance related to water and wastewater treatment facilities in accordance with Federal, State and local laws, codes and regulations;
- Selects, supervises, trains, develops, assigns work and evaluates the performance of subordinate managerial and supervisory personnel;
- Attends meetings of the Board of Water Commissioners;
- May serve as a Designated Representative of the Board of Water Commissioners in matters relating to employer-employee relations regarding wages, hours, fringe benefits and other terms and conditions of employment;
- Prepares regular and special reports as required;
- Provides courteous and expeditious customer service to the general public and City Department staff;

- Routinely adheres to and maintains a positive attitude towards City and department goals;
- Operates Department vehicles as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- Federal, State and local laws, codes and regulations related to water and wastewater treatment utilities;
- Utility organization and budgeting principles;
- Principles, practices, methods and techniques of safety and environmental regulatory compliance program development, implementation and administration;
- Principles and practices of supervision, training and performance evaluation;
- Advanced English usage, spelling, grammar and punctuation;
- Advanced record keeping methods;
- Mid-level computer operation skills, including word processing, database programs, spreadsheets, electronic mail, and Department utilized software application programs;
- Principles and practices of leadership techniques;
- Principles and practices of public relations.

### **Ability to:**

- Plan, organize and administer complex regulatory programs;
- Prepare comprehensive written reports, letters, and other correspondence;
- Interpret and analyze Federal, State and local laws and regulations and other technical information, and make independent judgement and sound recommendations;
- Exercise tact and diplomacy and deal effectively with other officials, employees and the general public;
- Train and develop subordinates in the principles of supervision;
- Make accurate mathematical computations;
- Work under moderate stress conditions;
- Plan, schedule and make work assignments for subordinates;
- Use good judgment in recognizing scope of authority;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;

- Effectively communicate and interface with regulatory staff, senior management and regulatory agencies;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Operate a vehicle observing legal and defensive driving practices.

## **MINIMUM QUALIFICATIONS**

**Education:** Graduation from high school or equivalent;

And

Bachelor's degree from an accredited college or university, Master's degree preferred;

And

**Experience:** Five (5) years of increasingly responsible experience in environmental or occupational health and safety regulatory compliance, three (3) years must have been at a managerial or equivalent level, preferably with a water or wastewater utility organization;

And

**Certificates:** Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12405c).

## **NECESSARY SPECIAL REQUIREMENTS**

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

## **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office and/or field setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.