



ENVIRONMENTAL REGULATORY COMPLIANCE MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under direction of the Deputy Director of Public Works Operations or other supervisory personnel, performs activities and provides services related to Environmental Programs to the divisions within the Public Works Department; reviews, implements and coordinates environmental regulatory compliance programs and energy conservation programs; and does other related work, as required. Work is normally performed under limited supervision and incumbents are expected to exercise independent judgment on a regular basis.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Oversees and manages the annual Municipal Regional Permit (MRP), compliance auditing, management of inspection programs, preparation of reports, and coordination with regional and state agencies. Serves as the City liaison for the assigned administrative division with other divisions, departments, and outside agencies as part of the reporting requirements relative to the MRP.
- Responsible for the completion of Industrial and Commercial Site Control Inspections, and associated reporting, as required by the MRP.
- Directs work of consultants, contractors and City staff on subject matters specific to the MRP.
- Implements and participates in the City's programs relating to, but not limited to regulatory programs for storm water pollution prevention, water and energy conservation, and related areas; monitoring of regulatory websites such as the SF Estuary, California Integrate Water Quality System (CIWQS).
- Assist in developing local programs and ordinances such as mercury and PCB abatements from stormwater to comply with state regulations.
- Manages, develops and implements public education outreach programs related to pollution prevention programs in compliance with permit requirements.
- Coordinates with Division managers to assist them in complying with state regulations relative to the Clean Water Act, potable water regulations, and water rights matters.
- Preparation, management and administration of Urban Water Management Plan (UWMP), and its compliance with state regulations.
- Updating and tracking of the required audits related to the city's Sanitary Sewer Management Program (SSMP) as required by the statewide general Waste Discharge Requirement (WDR).
- Ensures SSMP contractor compliance with industrial pre-treatment and inspection programs as required by the National Pollutant Discharge Elimination System (NPDES) permit.
- Represents the City, and serves at various committees including San Mateo County Stormwater Pollution Program Agency, CASQA (California Stormwater Quality Association), and at BASMAA (Bay Area Stormwater Management Agencies Association) on issues relative to stormwater management, green infrastructure plan, trash reduction, and overall compliance.
- Coordinates with senior level staff at regional levels to determine compliance for local issues and provides support to the Code Enforcement office to ensure City is in compliance with stormwater ordinances.
- Reviews and provides input on environmental documents and studies within areas of technical knowledge. Prepares reports and makes presentations to the management team, City Council,

and regional and state agencies; develops schedules, and cost estimates for City environmental projects and programs;

- Analyzes regulations and programs on environmental matters and provides recommendations to management teams.
- Composes and presents comprehensive, concise and effective oral and written reports, communications and presentations on complex matters to diverse technical and non-technical audiences; reviews and evaluates forms and manuals and recommends changes
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public
- Prepares, develops, coordinates and implements contracts related to environmental programs and other work programs as directed.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and Experience:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities necessary for an Environmental Regulatory Compliance Manager. A typical way of obtaining the knowledge, skills, and abilities would be:

Minimum 4 years' related experience in environmental regulations and practices or 2 years' experience with a Bachelor's degree from an accredited college or university in environmental science, biology, public administration or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: Environmental regulations and practices and related guidelines; current trends and recent developments regarding storm water pollution prevention, water conservation. Modern principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures; research and reporting methods, techniques, and procedures; structure and organization of public sector agencies; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar.

Ability to: Perform a wide variety of analytical duties and tasks with little to no supervision; think critically and independently problem solve; set project level objectives within defined parameters; provide technical support and review; effectively implement programs, projects and activities; use sound judgment in making decisions and recommendations; communicate clearly and concisely, both orally and in writing; use software effectively; make quick and accurate computations; work cooperatively with the public, other City personnel and other organizations in a team oriented environment; demonstrate a civic entrepreneurial spirit by generating new innovative ideas and development of better methods to accomplish tasks and complete projects; and manage meetings effectively.

Skills to: Operate an office computer and a variety of word processing, spreadsheet and other software applications.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard and mouse. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service.

Additionally, the need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required. The incumbent must occasionally work outside in varying weather conditions to perform inspections and field meetings. To walk several blocks at a time in field; to crouch, kneel, stoop, squat to perform variety of tasks; to climb hills; to work outdoors in occasional adverse weather; to occasionally work in a confined space, in electrical hazard situations or with chemicals; exposure to traffic hazards; to have sufficient vision, hearing and stamina to perform the above functions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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ENVIRONMENTAL REGULATORY COMPLIANCE MANAGER
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EXEMPT
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