

**Job Description**  
**Director of Environmental & Regulatory Compliance**  
**Code Number: 02023**

**GENERAL PURPOSE**

Under policy direction, plans, organizes and directs the activities of the Environmental Services, Source Control and Laboratory/Water Quality functions for the District; coordinates programs with regulatory agencies to ensure District knowledge of and compliance with applicable regulatory concerns; directs the review and analysis of new and changing regulations and assists in the development and implementation of operational procedures to ensure cost-effective compliance with all environmental regulations associated with the operations and construction of the water, wastewater and reclamation systems; organizes and directs the activities of the District's industrial pre-treatment and analytical laboratory programs; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for managing and integrating a wide variety of functions, programs and staff engaged in the environmental regulatory requirements affecting the District's water, wastewater, and reclamation responsibilities. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with other District executives and managers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*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 class.*

Plans, organizes, controls, integrates and evaluates the work of the Environmental & Regulatory Compliance department; with staff, develops, implements and monitors long-term plans, goals and objectives focused on achieving the department's mission and assigned priorities; participates in the development of and monitors performance against the department's annual budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

Plans and evaluates staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor agreements.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.

Plans, directs, and participates in conducting administrative or management assessments relating to assigned environmental regulatory requirements to include water quality, air quality, recycled water management, biosolids, hazardous waste/material management, storm water management, and pretreatment programs; identifies problems, performs research and analysis, and evaluates alternatives; discusses findings with District executives and managers; develops conclusions, recommendations, and implementation plans; directs, coordinates, and participates in implementing policies and practices.

Oversees and directs the activities and functions of the Laboratory/Water Quality division, including complex chemical, bacteriological and physical analysis of water, wastewater and sludge as well as periodic reporting; and permitting, system audits, regulatory requirements and regulatory liaison for the District's water treatment and supply facilities.

Oversees and directs the activities and functions of the Environmental Services division, including development, communication and implementation of water, wastewater, reclamation and air quality policies and strategies; oversees and directs permit applications, monitoring, and reporting programs, compliance audits and other related functions to ensure compliance with all regulatory mandates and requirements.

Oversees and directs the activities and functions of the Source Control division, including development, communication and implementation of the District's pretreatment program, plan check, enforcement activities, inspection programs and other related system monitoring and measurements,

Monitors and directs the review and analysis of new and changing regulatory developments to assess and evaluate impacts on the District's water, sewer and reclaimed water operations; coordinates with staff to advance responsible regulations that are consistent with operations requirements.

Develops and maintains communication processes and procedures with District staff on areas of responsibility and assists in the evaluation and implementation of solutions.

Monitors developments in all areas of responsibility; analyzes proposed state and federal law, regulations, and court decisions; recommends and implements policy and procedural changes consistent with requirements; directs or conducts research and analysis of the District's needs and requirements in assigned areas of responsibility; recommends appropriate actions and implements programs.

Represents the District with other agencies, organizations and individuals.

Performs related duties as assigned.

### **CONTINUOUS IMPROVEMENT RELATED DUTIES**

Applies Continuous Improvement principles in the deployment of branch and department business plans, processes and performance measures, ensuring that they align with District's Strategies and Operational Plans.

Participates in organizational performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.

Ensures effectiveness of the business processes undertaken by the division, department, or branch.

Defines customer service segments being served and establishes processes to obtain feedback to improve performance.

Develops, maintains, and utilizes departmental performance indicators in making decisions; establishes performance criteria for assigned staff; ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.

The incumbent, while exercising his/her authority, shall abide by and promote the District's Guiding Principles and adhere to the District's ethics policy.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Advanced principles, practices and methods of administrative, organizational, economic, and procedural analysis; research methodologies relating to regulatory issues; federal, state, and local laws and regulations governing water and

wastewater distribution, collection, and treatment; South Coast Air Quality Management District (SCAQMD) and Santa Ana Watershed Project Authority (SAWPA) permitting procedures; air emissions inventories; control and combustion technologies; industrial pre-treatment programs; water quality (laboratory) practices and procedures; environmental regulations and laws relating to areas of responsibility; principles and practices of public administration, including budgeting and maintenance of public records; principles and practices of effective management and supervision; federal, state, and local laws, regulations and court decisions governing the administration of a public utility in the State of California; organization and functions of a public board; District personnel policies and labor contract provisions; organization and functions of a public board.

**Ability to:**

Analyze and make sound recommendations on complex environmental, regulatory, water quality, and management and administrative issues; understand, interpret, explain, and apply federal, state, and local policy, law, regulation, and court decisions governing District operations; direct, monitor, and coordinate compliance related functions, as well as source control and water quality programs; resolve complex environmental and air quality issues with internal customers and regulatory agencies; prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with regulatory agencies as well as all levels of District management, other governmental officials, contractors, developers, employees, and the public; exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.

**Continuous Improvement Knowledge and Abilities**

**Knowledge of:**

The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; the means of developing alignment between strategic goals and individual performance standards; practices of process mapping (control); practices of structured problem solving; the Strategic Planning Cycle and the various responsibilities within that cycle.

**Ability to:**

Develop a systems perspective for managing department operations and its key processes to achieve results; to use the seven continuous improvement categories and the core values as building blocks for department operations; define and explain

key processes and process requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals; develop and maintain continuous improvement in all areas of operations; develop and monitor performance standards for all divisions within the department; ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance; and make sound decisions based on departmental performance indicators.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in environmental science, environmental or chemical engineering, environmental law, or a closely related field; and ten years of experience, at least four years of were at a management level in an environmental or regulatory setting, preferably with a water and sanitation district; or an equivalent combination of education and experience. A Professional Engineer registration or Master's degree in environmental science or related field is desired, but not required.

### **Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

## **PHYSICAL AND MENTAL DEMANDS**

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

### **Physical Demands**

While performing the duties of this class, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment.

Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District executives and managers, District board members, other governmental officials, regulators, employees, and the public.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee works under typical office conditions, and the noise level is usually quiet.

**FLSA DETERMINATION:** Meets executive exemption from overtime.