

REGULATORY COMPLIANCE SPECIALIST

PURPOSE AND NATURE OF WORK

Positions so classified participate in on-going environmental compliance work, which involves site inspections for adherence to applicable environmental regulations, sampling and analysis of materials in use in order to ensure compliance with safety and or environmental regulations concerning hazardous materials, data entry and quality control analysis of same, and report preparation for various regulatory agencies. Work may also require review/analysis of construction plans for environmental effects and regulatory compliance, as well as assistance with environmental response callouts associated with Municipal Separate Storm Sewer System or all three utilities including but not limited to responding to small spills. Incumbents report to a Regulatory Compliance Officer, the Environmental Compliance Supervisor, or the Regulatory Compliance Supervisor, depending on their area of assignment and have no supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Prepares, obtains, and/or maintains electronic database to record applicable operational data required to generate mandated reports. Performs quality control on this data and resolves any anomalies in the data. Prepares reports for submission to applicable regulatory compliance agencies.

Inspects Land Farm biosolid application sites to ensure application is being done in accordance with state permits. Ensures operators are applying biosolids in the correct areas of the Land Farm and are applying the correct amounts. Meets with property owners to discuss and resolve issues involving biosolid application at permitted sites. Inspects sites and written logs to ensure proper disposal and record keeping from treatment plants, samples residuals, samples soils; calculates and schedules application of residuals for tracts of land based on these analyses, and maintains related database files.

Identifies sources of unpermitted industrial discharge into the Municipal Separate Storm Sewer (MS4) or the sewer system for the Publicly Owned Treatment Works (POTW); visits plants, conducts inspections, notes processes and reagents, installs sampling equipment and/or takes samples, obtains records from plant personnel, drafts discharge permits, conducts or obtains laboratory tests and analyses results. Inspects prospective permittees and determines need for regulation and impact on MS4 or POTW/LUS system. Reviews required reports from industries regarding stormwater or wastewater discharge and maintains records and files on all industrial users of the MS4 or sewer system.

Conducts inspections to identify hazardous waste materials, samples water from outfalls, submits samples to lab for analysis, logs lab analytical results, inputs data to be used in reporting. Oversees and schedules cleanup of oil and chemical spills, schedules waste pickup, manages the disposal of PCB transformer and PCB items.

Responds to callouts, conducts investigations, determines the sources of issues affecting compliance, and resolves citizen complaints. Monitor/sample MS4 outfalls or de-watering ponds for permit compliance. Prepares and conducts public education on water or stormwater pollution prevention related issues.

Schedules and performs tests such as Linearity, RATA, and Stack Testing. Reviews test data and enters new data into computer database. Consult with companies to resolve database errors. Submits required reporting while monitoring emissions from plant to ensure compliance of the permits.

Reviews construction plans of civil engineering projects for environmental regulatory compliance, conducts public meetings/presentations regarding these, inspects sites during construction to ensure compliance, and coordinates reporting and compliance with environmental regulatory agencies.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS (depending on area of assignment)

Knowledge of and ability to apply local, state and federal environmental regulations pertaining to area of assignment.

Knowledge of data collection and analysis.

Knowledge of chemical and bacteriological laboratory methods and analyses

Knowledge of civil engineering pertaining to street and drainage plans, specifications and construction methods.

Ability to use personal computer to carry out work duties as required.

Ability to form and maintain effective working relationships with industry management, regulatory agency officials, the general public, and other employees.

DESIRABLE TRAINING AND EXPERIENCE (depending on area of assignment)

Bachelor's degree in physical or natural sciences related to area of assignment and professional experience in environmental compliance or an equivalent combination of education and experience.