



Tuolumne Utilities District
Job Description
REGULATORY COMPLIANCE SPECIALIST 1/2
(Water Treatment Plant Operator)

POSITION:	Regulatory Compliance Specialist 1/2 (Water Treatment Plant Operator)	DEPARTMENT:	Water Department
REPORTS TO:	Water Superintendent	FLSA Status:	Non-exempt
PAY RANGE:	38.2/42.1	DATE PREPARED:	October 2018
INCUMBENT:			

Summary:

Under direct or general supervision of the Water Superintendent or Water Foreman, oversees the District's water sampling program and monitors results to ensure compliance with the California State Water Resources Control Board (SWRCB) regulations and permit requirements. Conducts complete monitoring requirements. In addition, performs all duties related to water treatment plant operations, including the production of water as a water treatment plant operator. Performs other related duties as assigned.

Class Characteristics:

Regulatory Compliance Specialist 1, is the entry level class in this regulatory compliance series. Under minimal supervision, incumbents can perform all tasks related to the operation of water treatment plants, including the water distribution systems and associated equipment and facilities. Under general supervision, incumbents perform all tasks related to the water sampling program, including compliance with regulatory and permit requirements. Incumbents may advance after gaining experience, obtaining the required level of certification, meeting the qualifications of and consistently performing the work of the higher-level class.

Regulatory Compliance Specialist 2, is the journey level class in this regulatory compliance series. Under minimal supervision, incumbents perform all tasks related to the operation of water treatment plants, including the water distribution systems, and associated equipment and facilities. Incumbents are fully competent to independently perform all tasks related to the water sampling program, including compliance with regulatory and permit requirements.

Essential Job Functions:

This position works independently and is expected to perform essential job duties with a minimum of supervision. Essential responsibilities and duties may include, but are not limited to, the following:

- Conducts water monitoring requirements and regulations for the District in accordance with all regulatory agencies' rules and guidelines. Adheres to compliance requirements, including parameters to be monitored, sampling locations, and frequency.

- Develops and maintains environmental compliance filing and tracking systems for regulatory requirements. Maintains a calendar of required sampling events for all District water systems consisting of surface water treatment plants and ground water wells.
- Prepares monthly and annual water reports for submittal to the State of California and other water quality reports as necessary such as the SWRCB Annual Report, Consumer Confidence report, and other reports or documents required by the District. Prepares written compliance plans.
- Coordinates with contracting laboratory in ordering, receiving, and shipping of required analysis.
- Adjusts to new or revised monitoring requirements. Proactively monitors anticipated regulations applicable to the District's system and advises supervisor and management of potential obligations.
- Provides administrative support to the Water Superintendent.
- Performs Water Treatment Plant Operator responsibilities at required level according to job description.
- Practices and ensures adherence to District and Cal-OSHA safety procedures.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities

Knowledge of:

- Regulatory requirements, procedures, equipment and techniques used in the collection, storage, transportation, and preparation of water samples for field or laboratory testing for both ground water and surface water.
- Physical characteristics of water, safe handling of laboratory chemicals and reagents.
- General laboratory and field analytical procedures and laboratory equipment.
- Basic arithmetic including calculating proportions and percentages and measuring concentrations.

Skill in:

- Efficiently collecting water samples over a wide area while accurately following standardized collection and transporting procedures.
- Entering and retrieving data using a computer.
- Read, interpret, and implement procedures, regulations, and policies as established and required by regulatory agencies.
- Interact and communicate effectively and in a professional manner with regulatory agencies.
- Microsoft word processing and spreadsheet software applications.
- Correct application of English, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.
- Establish and maintain positive working relationships with those encountered in the course of the work and provide excellent customer service and public relations.

Ability to:

- Manage multiple, and sometimes conflicting, priorities and multitask on a regular basis.
- Work independently with minimal supervision.
- Read and write at the level required for successful job performance.
- Type quickly and efficiently.
- Provide written communication that is clear, concise, and technical in nature.
- Manage large volumes of complex data.
- Represent the District in a positive, professional and courteous manner.
- Perform algebraic and geometrical calculations and metric conversions.
- Organize and maintain records and files.
- Assemble data and prepare reports.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 50 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, gripe, feel and operate tools, pumps, and equipment.

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

Work Environment:

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

- Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow and ice to more than 100 degrees F. Work in confined work spaces and at heights, such as ladders.
- Inside: Work performed in areas that are frequently without temperature controls.
- Fumes/Gasses: Exposure to vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.
- Noise/Vibration: Exposure to generators.

Education and Experience Requirements:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities may be qualifying as determined solely by the District. A typical way to obtain the knowledge, skills and abilities would be:

Education/Certification/License:

- High school diploma or general education degree (GED).

- Grade 2 Water Distribution Operator Certification issued by the State California Water Resources Control Board or obtain certification within 18 months of appointment to position.
- Valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Regulatory Compliance Specialist 1

In addition to the required qualifications above, the Regulatory Compliance Specialist 1:

Certification:

- Current Water Treatment Operator Certification Grade T2 issued by the California State Water Resources Control Board

Experience:

Two years' experience in the operation of water treatment plants or related facilities, regulatory compliance and working in a laboratory environment is desired. Two years' experience operating and maintaining the water distribution system at Tuolumne Utilities District can be substituted for one year of water treatment experience.

Regulatory Compliance Specialist 2

In addition to the required qualifications above, the Regulatory Compliance Specialist 2:

Certification:

- Current Water Treatment Operator Certification Grade T3 issued by the California State Water Resources Control Board.

Experience:

Two years' experience as Regulatory Compliance Specialist 1 for Tuolumne Utilities District, and minimum of four years' experience total in water treatment plants or related facilities. Two years' experience operating and maintaining the water distribution system at Tuolumne Utilities District can be substituted for one year of water treatment experience.

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays; may be assigned to include one weekend day. Subject to change, as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required. Must be willing to participate in the on-call standby rotation on a regular basis.

I have reviewed and agree that this job description accurately reflects the position.			
Supervisor's Signature	Date	Employee's signature	Date
Approved by General Manager: Approval Date: ____ / ____ / ____			