

**Town of Natick
Job Description**

Position Title:	Regulatory Compliance Coordinator	Grade Level:	3
Department:	Public Works – Water/Sewer	FLSA Status	Exempt
Reports to:	Water/Sewer Division Supervisor		

Statement of Duties: The following description outlines the essential tasks performed by the Regulatory Compliance Coordinator. The duties contained herein are not intended to be all inclusive, but rather are a general statement of responsibilities. Listed examples of essential functions may reflect tasks performed more frequently in one specific DPW section. However, the Regulatory Compliance Coordinator is expected to assist in other areas other than their primary section and may therefore be requested to perform other tasks as assigned.

Supervision Required:

The employee works under the general supervision of Water/Sewer Division Supervisor, or Chief Plant Operator as assigned.

Supervisory Responsibility:

The employee is responsible for the supervision of full-time and part-time employees as assigned.

Accountability:

This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, regulatory discipline, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

Judgment:

Work requires examining, analyzing and evaluating facts, data, and circumstances surrounding individual problems, situations, procedures or transactions in order to determine actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of regulations, policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is required in analyzing specific situations to determine appropriate actions.

Complexity:

Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized knowledge; or determining the methods to accomplish the work. Requires the ability to carry out assignments involving several operations, in conjunction with oral or written instructions to perform methods or procedures; and the completion of assigned work tasks according to prescribed time schedule.

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Confidentiality:

Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulatory actions, or guidelines to apply in each case.

Work Environment:

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

Work is performed both under office conditions and out in the field, with frequent exposure to potential minor and major injuries. Outdoor work is required in various public works projects.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

Nature and Purpose of Contacts:

Position interacts with co-workers, Town officials, the public, and external contacts such as local/state/federal regulators, engineers, vendors, contractors, or other professionals to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, diplomacy, and relative knowledge may be required to resolve complaints or deal with hostile or uncooperative persons.

Occupational Risks:

Duties regularly present potential risk of injuries from improper exposure that could result in loss of time from work. Examples of injury include burns from chemicals, steam, or fire, severe muscular strains from working with extremely heavy material, falls from heights more than three feet, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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 the position.

- Perform a variety of coordination, documentation, and training to implement and maintain the ISO Environmental Management System (EMS) registration. Expand EMS to additional department operations.

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- Monitor compliance -with regulations including the Federal Safe Drinking Water Act and the Massachusetts Drinking Water Regulations.
- Monitor compliance with Massachusetts Water Resource Authority regulations and permits to ensure continued compliance, including coordinating required reports and permit applications.
- Develop, Review, Modify, and when necessary train employees on Standard Operating Procedures (SOPs) for the division.
- Assist other divisions as required; maintain work areas in clean, safe, and operable condition adhering to applicable safety and health rules and regulations.
- Coordinate and maintain a training matrix to ensure water/sewer division staff receives required training.
- Coordinate, schedule, contract, and in some cases perform required training classes for water/sewer staff.
- Respond to routine inquiries, requests, and complaints from residents, contractors, and Town employees; requiring relevant professional knowledge
- Prepare and maintain records, logs, and data required to coordinate and compile state reporting forms. Populate, track, review and submit all required state forms including but not limited to Monthly Chemical Usage forms, Sample result reporting forms, Annual Statistical Report, Annual Water Quality Report.
- Coordinate all water quality samples. Ensure regulatory compliance with schedules, methods, locations and reporting. This includes routine and special sampling events.
- Prepare and monitor compliance with Stormwater Pollution Prevention Plans (SWPP) and Spill Prevention and Counter Measure Control Plans (SPCC).
- Attends relevant seminars, conferences, meetings, and trainings.
- Prepares for, assists in coordination, and represents the Town during inspections of the system by State, Federal or local regulatory agencies.
- Conducts regular internal inspections of the Water and Sewer facilities and procedures, prepares reports of findings.

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- Maintain documentation of chemicals, including hazardous materials handling. Ensure safe storage and regular disposal of hazardous reagents and wastes in compliance with regulations
- Oversee the maintenance of safety data sheet (SDS) records on chemicals and compounds used by the division, Coordinate and maintain the online database.
- Monitor and review laboratory and process analyzers to ensure accurate water quality.
- Coordinate, construct, and present an information campaigns, supplying accurate and clear information to the public through written documents and other media. Subject material shall be related to the scope of this position.
- During emergencies and critical deadlines, work may be required beyond the scheduled working hours. This may include work hours during nights and weekends.

Recommended Minimum Qualifications:

Education and Experience: Any —combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- A Bachelor's Degree in Environmental Engineering is desirable, along with three ~~to five~~ (3-5) years of relevant experience.

Special Requirements:

- Possession of a valid state driver's license issued by the Registry of Motor Vehicles.
- Commonwealth of Massachusetts, Division of Professional Licensure, Grade 2T operator license is desirable

Knowledge, Abilities and Skill

Knowledge:

- General knowledge and specialized training courses, including confined space, water treatment, lab technology, and knowledge of ISO EMS is highly desirable.

Abilities:

- Interpret and apply federal, state, and local policies, laws, and regulations.
- Exhibit strong orientation towards process/systems, speed, cost, quality and

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delivering results.

- Exhibit strong presentation and communication skills, including limited public speaking, interaction with local, regional, state, and federal elected officials, as well as across Town departments.
- Work independently, and operate water lab equipment and various associated computer software necessary to perform assigned duties.
- Work simultaneously on multiple projects
- Exhibit strong organizational skills

Skill:

- Personal computer, including word processing and spreadsheet software, small and large hand tools, small and large power tools, lab and measurement equipment, motor vehicles, telephone, radios and copy machines.

Physical and Mental Requirements

The physical demands described here 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 position's essential functions.

Physical Skills:

- Work requires some agility and physical strength, such as moving in and about various public works facilities (such as pump stations and treatment plants), construction sites, over rough terrain, or standing or walking most of the work period.
- While performing the duties of this job, the employee is occasionally required to stand, and walk. Frequently required to set, use hands and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- Occasionally lifts up to 40 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

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Visual Skills:

- Ability to read, see, and differentiate between colors.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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