

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

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| Job Title: | Regulatory Compliance Technician and Specialist | Department: | Field Services |
| Department Head: | Superintendent | FLSA: | Non-Exempt |
| Salary Range: | Tech 43 Specialist 49 | Reports To: | Superintendent |
| Probationary Period: | 1 year | Revision Date: | 09/07/2023 |

Position Overview:

Under the direction of the Superintendent:

1. Administers the District's Safety Program; ensures compliance with applicable occupational and industrial safety requirements; recommends, develops and implements safe work practices and procedures; performs accident investigations, coordinates and oversees District training activities.
2. Ensures compliance with applicable regulations related to the operation of a sewage collection system. Plans, coordinates, develops, implements, oversees sanitary sewer environmental compliance, and performs management, administrative and coordinated regulatory oversight to ensure the District's compliance with applicable federal, state, and local regulatory agency requirements.

The Safety & Regulatory Compliance Technician is an administrative class in the series, providing specialized technical support to the Safety and Regulatory Compliance Programs. This class works under direct supervision and in coordination with the Superintendent to administer the program. The position is responsible for understanding applicable laws, procedures, and regulations affecting safety operations and regulatory compliance.

The Safety & Regulatory Compliance Specialist is a professional level class in the series. Under general supervision, incumbents assist in the program administration of the District-wide Safety and Regulatory Compliance Programs. This class is characterized by a high degree of independence in the application of program responsibilities and requires a thorough knowledge of applicable laws, procedures, and regulations affecting safety operations and regulatory compliance.

Education and Experience:

Any of the following combinations in the tables below meet the minimum qualifications for education and experience for this position.

Regulatory Compliance Technician

| Education | | Experience |
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| A | Completion of high school / GED | and Four (4) years' of progressively responsible experience in the areas of regulatory compliance, workplace safety or employee training. |
| B | Associate Degree from an accredited College or University, course work in occupational safety, regulatory affairs or closely related field is desired | and Three (3) years' of progressively responsible experience in the areas of regulatory compliance, workplace safety or employee training. |
| C | Bachelor's Degree or higher from an accredited College or University, degree in occupational safety, regulatory affairs or closely related field is desired | and Two (2) years' of progressively responsible experience in the areas of regulatory compliance, workplace safety or employee training. |

Regulatory Compliance Specialist

| Education | | Experience |
|-----------|---|--|
| A | Completion of high school / GED | and Seven (7) years' of progressively responsible experience in the areas of regulatory compliance, workplace safety or employee training with at least three (3) years of which have involved administration of a comprehensive safety and/or regulatory compliance program. |
| B | Associate Degree from an accredited College or University, course work in occupational safety, regulatory affairs or closely related field is desired | and Six (6) years' of progressively responsible experience in the areas of regulatory compliance, workplace safety or employee training with at least three (3) years of which have involved administration of a comprehensive safety and/or regulatory compliance program. |
| C | Bachelor's Degree or higher from an accredited College or University, degree in occupational safety, regulatory | and Five (5) years' of progressively responsible experience in the areas of regulatory compliance, workplace safety or employee training with at least three (3) years of which have involved administration of a comprehensive safety and/or |

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| affairs or closely related field is desired | regulatory compliance program. |
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Licenses and Certifications:

1. Valid California Class C Driver's License.
2. Certification as a Certified Safety Professional (CSP) and/or an Associate Risk Manager (ARM) is highly desirable.

Knowledge and Abilities:

Knowledge of:

1. District policies and procedures.
2. Safe work practices as defined by Cal-OSHA.
3. Principles and practices of assessments, inspections and investigations as related to job responsibilities.
4. Policies, regulations, specifications and requirements governing industrial safety, loss prevention, disaster control, emergency preparedness and accident investigation.
5. Applicable Federal, State and local laws, regulatory codes, ordinances and procedures relevant to assigned area of responsibilities including: Cal-OSHA, Workers Compensation, Department of industrial relations, State and Regional Water Board and Air Board requirements, State Department of Fish and Wildlife, State Department of Toxic Substances Control, Department of Industrial Relations, Federal Communications Commission (FCC), Bureau of Automotive Repair, CHP BIT Program, Placer County Environmental Health and Department of Agriculture, various local authorities.
6. Methods and techniques for employee training, development and instruction.
7. Data collection and report writing principles and practices.
8. Business letter writing formats and technical report preparation. English usage, spelling, punctuation and grammar.
9. Record keeping principles and procedures.
10. The District's Mission, Vision and Core Values.

Ability to:

1. Effectively represent the District in contacts with governmental and regulatory agencies.

2. Assist the Superintendent to achieve and maintain compliance with regulatory requirements related to the operation of a sewer collection system.
3. Administer the District's Injury, Illness Prevention Plan fostering a safety culture and ensuring the District's compliance with all applicable health and safety regulations.
4. Learn pertinent federal, state and local laws, codes, ordinances and regulations pertaining to sewage collection systems and employee safety.
5. Work independently and make effective judgements regarding compliance issues.
6. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical deadlines.
7. Use modern office equipment and software, such as the use of common word processing, spreadsheet, and database applications.
8. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
9. Conduct accident investigations and recommend actions for corrections.
10. Develop and conducts in-house and on-line safety training.
11. Develop and conduct in-house training related to the state General Waste Discharge Requirements (GWDR) and the District's Overflow Emergency Response Plan (OERP).
12. Prepare standard operating procedures (SOPs) to establish and document District business practices.
13. Maintain the District's Injury and Illness Prevention Plan (IIPP).
14. Stay abreast of current and new regulations related to employee safety and regulatory compliance for sewer collection systems.

Physical Demands and Work Environment:

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 job functions. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodation, unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-104.

- a. Stand, walk, reach with hands and arms, stoop, or kneel.
- a. Kneel and squat to review work.
- b. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs. Perform simple and power grasping, pushing pulling, and fine manipulation.
- b. Must be able to drive an automobile.
- c. Bend and twist to adjust equipment.
- d. Perform simple and power grasping, pushing, pulling, and fine manipulation.

Ability to Successfully Pass Medical Examination Based On:

- a. Ability to safely perform required physical duties; and
- b. Ability to safely perform required physical duties with "reasonable accommodation: that does not create a safety hazard for other employees or the public.

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.