

IRWD - Regulatory Compliance Administrator

Publication Date

Fri Mar 13, 2020

City

Irvine

State

CALIFORNIA

Country

UNITED STATES

Application Deadline

Salary

\$6,915.00 - \$9,432.00 / Monthly

Organization Name

Irvine Ranch Water District

Contact Name

Phone Number

Email

IF INTERESTED IN THIS OPPORTUNITY, PLEASE

VISIT <https://www.governmentjobs.com/careers/irwd> AND SUBMIT AN ONLINE JOB APPLICATION BEFORE THE CLOSING DEADLINE.

General Description:

Irvine Ranch Water District is recruiting for a Regulatory Compliance Administrator who under general supervision and direction of the Regulatory Compliance Manager and technical direction from the Senior Regulatory Compliance Administrator, will perform complex technical and administrative tasks; write and coordinate preparation of major reports; develop, recommend and implement policies and procedures; develop, coordinate and manage projects; plan, assign, lead and participate in the work of staff; ensure compliance with all of IRWD's permits and applicable regulations; and perform related duties as assigned.

Summary of Duties:

- Prepare and submit various routine and non-routine reports to regulatory agencies, such as, the Regional Water Quality Control Board (RWQCB), State Water Resources Control Board, Environmental Protection Agency (EPA), and Department of Toxic Substance Control (DTSC) and other agencies as necessary. Participate in permitting processes with these agencies.
- Primary duties will be to manage the Master Reclamation Permit, Sanitary Sewer Management, Dewatering, Stormwater, Above Ground Storage Tank and Underground Storage Tank regulatory programs as well as serve as back up for Air Quality, Biosolids, and Haz Waste Programs. Additional duties will include regulatory tracking and support to the drinking water and recycled water regulatory programs.
- Perform any reporting or compliance related activities associated with all program areas of responsibility including review of newly proposed regulations, tracking requirements, developing

program implementation guidance, program training and SOPs. Also participates in audits and evaluations of compliance programs; report on findings and verify that corrective action has been taken to resolve deficiencies.

- Develop and coordinate special projects often requiring complex field and scientific studies and investigations; develop methods and schedules; perform document quality control; prepare all required reports.
- Manage assigned aspects of environmental programs including ensuring permit requirements are met and tracking and overseeing implementation of new regulations; act as primary liaison with regulatory agencies for regulatory compliance and inspections; create and submit compliance and administrative reports.
- Manage studies involving the use of outside services; oversee contractors' work by organizing meetings, overseeing field operations, and reviewing draft reports and data; prepare and draft reports, and organize data.
- Oversee logistical and technical meetings; collect data, process reports and data, and prepare concise and understandable summaries.
- Review and analyze final and proposed regulations for their impact on District's environmental compliance programs; recommend and implement approved changes to standard operating procedures as a result of regulatory changes; schedule and conduct meetings with regulatory agencies including the AQMD, EPA and RWQCB to discuss permitting, monitoring, enforcement, and regulatory changes.
- Participate in wastewater, water and air associations meetings and training opportunities as appropriate to position and schedule.
- Identify opportunities for improving methods and procedures; review with appropriate management staff; assist in implementation of improvements.
- Perform related duties and responsibilities as required.
- Comply with District safety work-related practices and attend relevant safety training.

Qualifications:

- A combination of education and experience equivalent to a Bachelor's Degree in Environmental Science, Engineering or a closely related field and three years of progressively responsible technical experience in the area of water and/or air quality regulatory compliance programs required.
- Direct experience in, recycled or potable water industry highly desired.
- Knowledge of applicable federal, state, and local water, sewage, and air quality laws, regulations and standards; principles and practices of potable water treatment & distribution, sewage collection & treatment, and air quality; air and water quality compliance monitoring principles, practices and techniques; theory and principles of air and water pollution, air emission control technology; principles and practices of quality assurance/quality control; principles and techniques of statistical sampling and analysis; principles and practices of toxic and hazardous waste management and disposal; sewage flows and characteristics and collection systems; principles of training and work direction; principles of technical report writing.

Licenses and Certifications:

- Valid California Driver's License required.
- South Coast Air Quality Management District Certified Permitting Professional desired.
- International Code Council California UST System Operator Certification desired.
- Certified Stormwater Inspector Certification desired.
- Sanitary Sewer Overflow Certification desired.
- RCRA and DOT Hazardous Waste Certifications desired.

Additional Information:

For a complete job description, please

visit: <https://www.governmentjobs.com/careers/irwd/classspecs/1296381?keywords=regulatory%20&pagetype=classSpecifications>

For more information on our benefits, please visit: <https://www.irwd.com/about-us/retirement-and-benefits>