



Monterey Regional Waste Management District

Job Description

Position:	Compliance & Support Assistant	FLSA Status:	Non-Exempt
Department:	Engineering & Compliance	FTE:	Full Time
Reports to:	Director of Engineering & Compliance	Created:	May 2019

DEFINITION

Under general supervision, performs a variety of technical and administrative duties relating to environmental, health, safety and risk management functions including training, record keeping, processes, policies, and procedures; prepares various correspondence and memoranda; coordinates activities related to area of assignment; and performs a variety of tasks requiring specialized knowledge related to area of assignment.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Provides general support for the District's Engineering & Compliance Department primarily to the Safety & Risk Management functions and permit compliance activities.
- Perform clerical and administrative tasks for assigned areas of responsibilities.
- Provide customer service to employees, obtain answers to questions from employees, supervisors and management regarding various environmental, health & safety issues.
- Compose and type documents, memos, emails and other correspondence related to assigned area of responsibilities and activities.
- Updates and maintains computerized records and generates reports pertaining to permit compliance, environmental, health, safety & risk management programs and activities.
- Maintain personnel training records, including logs (data entry), filing, etc.
- Research, compile and analyze data for special projects and reports.
- Coordinate, promote, and schedule employee trainings and meetings and various events by making room arrangements, developing announcements, flyers, etc., and ensuring equipment and supplies are available.
- Performs various types of data entry pertaining to environmental, health, & safety records, training & management.
- Serves as a member of the District's First Aid Team.
- The position requires excellent people, time management, written communication, and verbal communication skills.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees. Must show cooperation and respect to fellow employees and supervisors at all times.
- Adhere to an assigned work schedule and meet District attendance standards.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Environmental, Health & Safety (EHS) regulations and processes; workers' compensation regulations and processes.
- Establishing and maintenance of record keeping and information retrieval systems.
- Modern office methods, procedures and equipment.
- Proper English usage, grammar, punctuation and composition.
- Proper Spanish usage, grammar, punctuation and composition.
- Intermediate knowledge of MS Office Suite: Word, Excel, PowerPoint, Outlook.

Ability to:

- Multi-task and complete work with regular interruptions.
- Maintain focus and attention to detail in completing work and training assignments. Proactively address the needs for information and/or resources that are necessary to successfully and efficiently complete work assignments.
- Perform a wide variety of specialized administrative support tasks.
- Interpret, explain and apply policies, rules and regulations. Frequent interfacing with staff from the various operations groups at the District.
- Maintain standards of confidentiality.
- Ability to drive a passenger vehicle paved and unpaved roads in order to conduct field tasks, visit District operation areas, obtain supplies or attend training courses.
- Gather, organize, analyze and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Apply sound judgement in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule and meet District attendance standards.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Minimum one year of administrative, office, or general support experience performing assignments that involve the use of computers and Microsoft Office software. Ability to communicate, both orally and in writing, in both English (minimum requirement) and Spanish (desirable). High School diploma required.

Special Requirements:

Possession of a current California Driver's License.

First Aid/ CPR Certification or the ability to obtain one within 1 year of hire.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - Frequently stand and walk in both office and field environments; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 25 pounds without assistance and lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

Mental Demands - While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

Work Environment - Work is performed in an office environment and outdoors on approximately an 80/20 to 60/40 basis; moderate exposure to foul odors, dirt, dust, outdoor conditions, and potentially hazardous conditions; constant contact with other District employees and members of the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print