



# Job Description

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<b>Position:</b>	<b>Regulatory Compliance Technician</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Engineering &amp; Compliance</b>	<b>FTE:</b>	<b>Full Time</b>
<b>Reports to:</b>	<b>Senior Engineer</b>	<b>Created:</b>	<b>June 2023</b>

## DEFINITION:

Under general direction, assists with ensuring the District's compliance with local, state, and federal environmental regulations, applicable permit requirements, operations plans and programs related to environmental protection programs in solid waste management and inclusive of landfill operations, landfill gas systems operations, compost operations, material recovery and transfer operations, household hazardous waste program operations, maintenance shop operations, non-hazardous waste acceptance and receiving programs and the related District's approved Operations Plans. Responsible for providing a key support and quality assurance (QA) oversight role to ensuring the District's compliance with all applicable air, landfill gas, ground water, stormwater and wastewater regulations and permit conditions and related sampling, monitoring and reporting requirements; interacts with other departments, regulatory agencies and the public; training and the development or delivery of training; performs other duties related to ensuring that permitted operations are in compliance with permits and regulatory requirements; and oversee environmental control systems.

## 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.*

- Implements the District's environmental protection programs and other related programs. Develops or assists in the management of the development of new or revised operations plans. Provides recommendations for and participates in the permitting and design of projects.
- Coordinates state mandated sampling, monitoring, and reporting programs related to permitted operations (air quality, landfill gas, oil/fuel spill prevention, groundwater, stormwater, condensate, leachate, and soils) and ensures compliance with all applicable federal, state, and local laws, regulations and permits either directly, together with fellow employees, or through the management of consultants and service contracts.
- Prepares various written correspondence, reports, and work product materials. Reviews various written correspondence, reports, and work product materials prepared by others.
- Conducts reviews and inspection of elements associated with compliance with operating permits issued to the District. Assists in the investigation of complaints and/or internal/external inspection findings associated with regulatory compliance issues.
- Maintains environmental compliance records and provides guidance, support, QA oversight of operations staff in their monitoring and record keeping activities and documents.
- Plans, develops, and delivers, or manages the delivery of, a variety of educational information regarding best practices for compliance with environmental programs for internal distribution as necessary.
- Supervises inspection of industrial waste users for compliance with federal, state, and local regulatory standards.
- Conducts field tests and trains staff on proper sampling and inspection techniques.



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- Performs inspections and documents field collected data and observations. Reports findings to the Senior Engineer and key operations staff that are associated with the operations or equipment/infrastructure that were inspected.
- Performs various monitoring and sampling activities to ensure compliance with regulations or conducts QA supervision of others performing these activities. Reports questions and concerns of monitoring and sampling activities observed to the Senior Engineer.
- Reviews, analyzes, and interprets test results or monitoring data and makes recommendations for correction of problems.
- Prepares, reviews, and submits environmental reports for internal and external audiences as required either directly or through the management of consultants and service contracts together with the Senior Engineer. Maintains EP data tracking systems and provides District related reporting.
- Provides administrative or technical support as needed for securing environmental permits and other regulatory approvals. Prepares related documentation either directly or through the management of consultants and service contracts.
- Administers customer special waste disposal reviews in accordance with the District's approved Waste Acceptance Program. Participates in program revisions and support of operations to implement approved changes to the program.
- Adhere to an assigned work schedule and meet District attendance standards.
- 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, and have regular and reliable attendance and timeliness. Must always demonstrate cooperation and respect to fellow employees and supervisors.
- Perform other duties as assigned.

### MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:

#### Knowledge of:

- Permitting and monitoring requirements for solid waste and landfill operations.
- Working knowledge of chemical and physical characteristics of organic and inorganic waste.
- Working knowledge of principles of chemistry, engineering, biology, geology, hydrology and water, air and soil quality management.
- Working knowledge of research methodology and standard statistical procedures.
- Applicable County, State, and Federal laws, codes, and ordinances related to the design, construction, and operation of solid waste management and landfill facilities.
- Sound interpersonal skills and customer service practices and procedures.
- Safety laws, programs, and requirements related to District operations.
- Excellent verbal and written communication skills.
- Intermediate knowledge of MS Office, CAD, general computer acumen and ability to learn and utilize other job-related technical software.

### EDUCATION AND EXPERIENCE:

- Associates' Degree or higher desired in Environmental Sciences, Engineering, or related technical field, required. Five (5) years' work experience performing work similar to that required for this position may substitute for educational requirement.
- Five years of environmental protection and compliance related experience.



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## **REQUIRED LICENSES AND CERTIFICATIONS:**

- Possession of a valid and current California Driver's License.

## **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** - While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment including keyboard; and reach with hands and arms. Employees are frequently required to walk and stand on uneven ground. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lifting boxes such as recruitment files, applications or other forms weighing up to 25lbs.

**Mental Demands** - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve policy and operational issues; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

**Work Environment** – Normally, work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, moderate exposure often works around fast-moving vehicles and equipment; constant contact with staff and the public.

**Special Demands** - Must be able to actively participate in public meetings, including giving presentations in person and on camera before the Board of Directors 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.

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**Employee Name (Print)**

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**Date**

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**Employee Signature**