

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Regulatory Compliance Technician and Specialist	Job Code:	RCT/RCS
Department:	Field Services	Job Grade:	Administrative
Revision Date:		Fair Labor Standards Act:	Non-Exempt
Salary Range:	Technician – 43 Specialist - 49	Hiring Manager:	Superintendent
Approved By:	General Manager	Reports To:	Superintendent

**Position Overview**

The duties of this position ensure that the District conforms and adheres to all applicable city, county, state and federal laws, regulations, policies and procedures. Additionally, this individual will review and analyze key elements within their purview.

Under the direction of the Superintendent.

1. Administers the District’s Safety Program; ensures compliance with applicable occupational and industrial safety requirements; recommend, develop and implement 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.

There are two classes in the Regulatory Compliance series, Regulatory Compliance Technician and Regulatory Compliance Specialist. The duties, knowledge and abilities for Compliance Technician are the same as for Compliance Specialist except that work is originally completed under closer direction. As experience is gained, greater independence of action is exercised, and less detailed supervision is received such that the incumbent is functioning at the higher level.

The Regulatory Compliance Technician is a paraprofessional level and administrative class in the series, providing specialized technical support to the Safety and Regulatory Compliance Programs. This class works under direct supervision of the Superintendent and assists in the application of program responsibilities and requires a general understanding of applicable laws, procedures, and regulations affecting safety operations and regulatory compliance.

The 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**

Technician – AA or AS degree with major course work in occupational safety, regulatory affairs or closely-related field and/or four (4) years of progressively responsible experience in the areas of regulatory compliance, workplace safety and employee training,

Specialist - Bachelor's degree from an accredited college or university with major work in occupational safety, regulatory affairs or closely-related field and/or eight (8) years of progressively responsible experience in the areas of regulatory compliance, workplace safety and employee training, at least two years of which have involved administration of a comprehensive safety and/or regulatory compliance program.

### **Licenses and Certifications**

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

### **Specific Knowledge and Abilities**

#### Knowledge of:

1. Principles and practices of assessments, inspections and investigations as related to job responsibilities;
2. Policies, regulations, specifications and requirements governing industrial safety, loss prevention, disaster control, emergency preparedness and accident investigation;
3. 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, Employment Development Department (EDD), Department of Labor (DOL), Federal Communications Commission (FCC), State Controller, Bureau of Automotive Repair, CHP BIT Program, Placer County Environmental Health, Placer Air Pollution Control District and Department of Agriculture, various local authorities;
4. Methods and techniques of training for employee training, development and instruction;
5. Data collection and report writing principles and practices;
6. Modern office practices and methods;
7. Record keeping principles and procedures;

#### 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. Assist other Departments with reporting and research/updates to laws and regulations.
6. Work independently and make effective judgements regarding compliance issues;
7. 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;
8. Operate modern office equipment including computer equipment and specialized software programs;
9. Ability to effectively use Microsoft Office productivity software;
10. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
11. Conduct accident investigations and recommend actions for corrections;
12. Maintain correspondence with risk management provider, and insurance company related to workers compensation and occupational health.
13. Develop and conducts in-house and on-line safety training;
14. Develop and conduct in-house training related to the state General Waste Discharge Requirements (GWDR) and the District's Overflow Emergency Response Plan (OERP);
15. Write and maintain Standard Operating Procedures (SOPs) to be utilized for employee training;
16. Maintain the District's Injury and Illness Prevention Plan (IIPP);
17. Stay abreast of current and new regulations related to employee safety and regulatory compliance for sewer collection systems;
18. Perform other related duties as assigned.

### **Physical Demands**

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 essential functions.

1. Specific Physical Requirements to Perform Duties:
  - a. Must be able to drive an automobile;
  - b. Spend long periods of time seated; and,
  - c. Spend long periods of time using a computer terminal.
  - d. working at desk
  - e. Stand and walk while performing tasks and activities;
  - f. Bend and twist to adjust equipment;
  - g. Kneel and squat to review work;
  - h. Perform simple and power grasping, pushing, pulling, and fine manipulation;
2. 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.

### **Probationary Period**

Twelve (12) months.

NOTE: 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.