

COMPLIANCE ADMINISTRATOR (SEWERS)

DISTINGUISHING FEATURES OF THE CLASS: This is professional engineering and administrative work of a complex nature which involves a responsibility for the implementation, enforcement and ongoing administration of federal, state and local environmental law to assure regulatory compliance for the Rockland County Sewer District and its users. The work is performed under the general supervision of the Executive Director and in accordance with applicable government guidelines. General supervision may be exercised over professional and technical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and supervises field wastewater sampling operations;
Oversees the performance of district-wide surveys and inspections of commercial and industrial users;
Acts as liaison between the Sewer District and industry representatives to explain sewer use ordinances, enforcement rules, permit requirements, consent orders and fines;
Makes effective recommendations for the development of policies and procedures to ensure compliance with regulations governing plant and laboratory operations, sewage and scavenger waste program, special programs, etc.;
Keeps records of the significant industrial users for review by federal and state agencies to ensure compliance with pretreatment laws;
Maintains current files of pretreatment program regulations, interprets their effect and ensures compliance;
Provides technical assistance in the event of chemical spills or releases, and prepares technical reports of investigations including recommendations for corrective action;
Obtains permits for underground storage tanks;
Inspects district facilities for environmental compliance;
Coordinates sewer use assignment activity;
Interprets affects of changes in local sewer use law;
Analyzes data and prepares reports as required by government agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of sewage system planning, construction and operations; thorough knowledge of federal, state and local laws affecting operation of sewage treatment plants; good knowledge of chemical and sanitary engineering; good knowledge of sampling and laboratory procedures; good knowledge of administrative techniques and practices applicable in the operation of sewage treatment facilities; ability to understand and interpret complex written material such as engineering plans and specifications; ability to interpret laboratory data; ability to interpret and implement federal, state and local regulations governing industrial sewer facility users; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with groups and individuals in both the public and private sector; ability to supervise the work of others.

MINIMUM QUALIFICATIONS:

A Bachelor's degree* in Chemical or Environmental Engineering, or related, and five (5) years post-degree experience in environmental compliance engineering.

NOTE: A Master's degree in Chemical or Environmental Engineering, or related, may be substituted for one year of the required experience.

*Must have included or been supplemented by fifteen (15) course credits in Chemistry and/or Chemical Engineering or related.