



## Job Classification

**Title: Compliance Specialist**  
**FLSA Status: Exempt**  
**Job Code: 108**

### POSITION OVERVIEW

This position is responsible for preparing, organizing and maintaining reports/programs for water quality, safety, and emergency compliance requirements associated with the operation of TVMWD. This position shall provide the Chief Operations Officer and Operations Supervisor(s) assistance with technical and administrative duties associated with the operation of the Miramar facilities.

### OVERSIGHT

**Supervision Received:** Reports to the Chief Operations Officer

**Supervision Given:** None

### ESSENTIAL FUNCTIONS

- Implements activities and programs to achieve water quality goals and objectives of TVMWD.
- Assists in developing goals associated with water quality, safety, and emergency operations to remain in compliance with all applicable laws, rules, regulations, ordinances, and guidelines.
- Understands the operation of TVMWD's Miramar system (i.e. water treatment plant, water transmission pipeline, groundwater production wells, hydroelectric facilities, etc.) and is aware of water quality concerns associated with its operation.
- Analyzes and performs necessary work with TVMWD operations staff and/or outside vendors to address and resolve water quality issues for the Miramar system.
- Generates technical memos and reports to recommend corrective measures to improve water quality and implements actions/activities as directed by the Chief Operations

Officer.

- Trains and coordinates water quality activities and procedures with TVMWD operators.
- Serves as TVMWD's liaison with Federal, State, and local regulatory agencies associated with water quality, safety, and emergency operations compliance.
- Serves as TVMWD's water quality liaison with Metropolitan Water District of Southern California (MWD) to coordinate operational activities and gather information associated with MWD water deliveries.
- Serves as TVMWD's Quality Manager with the State Water Resources Control Board Environmental Lab Accreditation Program division.
- Researches and reviews new water quality laws and regulations promulgated by Federal, State, and local regulatory agencies to determine impacts on TVMWD operation.
- Prepare environmental compliance plans, permits and reports for air quality, hazardous waste, spill prevention and storm water. Reviews industry literature to identify research studies or projects that may be beneficial to TVMWD.
- Determines appropriate frequency of sampling; prepares samples for more extensive testing by outside laboratories; schedules laboratory pick-ups and deliveries; maintains appropriate records of samples sent for outside testing.
- Reviews laboratory test results and evaluates compliance with applicable water quality standards and regulations.
- Prepares monthly operations, bacteriological, and water quality reports; performs daily rounds and collects samples, as needed.
- Answers questions and provides information to TVMWD's member agencies, city officials, and the general public regarding water quality.
- Investigates water quality complaints and recommends corrective action, as necessary.
- Performs laboratory duties and tasks, as needed, and updates and reviews quality control/quality assurance manual and other laboratory log books.
- Determines outside services required to meet TVMWD needs and researches

appropriate outside services to provide recommendations.

- Serves as liaison to outside vendors to coordinate services in a timely manner.
- Participates in the development of TVMWD's preventive maintenance programs, safety manuals, standard operating procedures, and other documents related to the operation of the TVMWD facilities.
- Provides administrative assistance for the staff involved in the operation and maintenance of TVMWD's Miramar facilities.
- Prepares various reports on operations activities; takes and prepares meeting minutes; inventories.
- Maintains time, material, and equipment use records; requisitions supplies and materials.
- Assists Chief Operations Officer in developing an annual budget associated with water quality, safety, and emergency operations items.
- Performs related duties as assigned.

## QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:** Materials, methods, practices and equipment used in water systems operations, construction, maintenance and repair activities including treatment plants, transmission systems, and hydroelectric stations; standard principles of biology, chemistry and mathematics as related to water purification treatment; principles and practices of chemical and biological testing and analysis; bacteriological and water quality reporting; types and level of maintenance and repair activities generally performed in a water systems operations, construction, maintenance and repair program; principles and practices necessary in the operation of a water purification treatment plant; safe work practices; writing and proper English language rules; common Microsoft business computer applications such as Word, Excel, PowerPoint, and the Internet.

**Ability to:** Interpret and work from sketches, penciled layouts and blueprints and prepare plans for minor projects; keep records and make reports; generate reports, tables and graphs using appropriate office computer software; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

## **EDUCATION AND EXPERIENCE**

The Compliance Specialist will possess a combination of education and experience equivalent to:

- Eight (8) years of increasingly responsible experience in the field of water or wastewater quality compliance and administration.
- At least five (5) years of direct experience working at a water or wastewater treatment plant, water quality laboratory, or other similar facility.
- Bachelor of Science degree with major course work in chemistry, biology, environmental science, or a related field. A Master of Science degree in one of these fields is highly desirable.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS**

### **Certificates**

- Possession of a valid Grade III Water Quality Laboratory Analyst certificate issued by American Water Works Association (AWWA) or the ability to obtain a certificate within one (1) year of employment.
- Possession of a valid Grade II Water Treatment Certificate (T2) issued by the State of California is highly desirable.
- Possession of a valid Grade II Water Distribution Certificate (D2) issued by the State of California is highly desirable.

### **Licenses**

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

### **Registrations**

- None

This job description has been revised and approved by all levels of management.

<b>Approved by:</b>	Matthew Litchfield
<b>Date last modified:</b>	3/2/23
<b>Date approved:</b>	3/21/23

I have received, reviewed, and fully understand the job description for Compliance Specialist. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.**