

**LEHIGH COUNTY AUTHORITY
JOB DESCRIPTION
COMPLIANCE MANAGER**

DEPARTMENT: Operations

REPORTS TO: Director of Plant Operations

FLSA CLASSIFICATION: Salaried-Management, Exempt

POSITION SUMMARY:

Employee is responsible for overseeing and managing compliance functions within the organization, ensuring that the organization and employees are complying with regulatory requirements and internal policies and procedures.

The incumbent is responsible for management of the Compliance Department including the water and wastewater laboratories in the Allentown Division, quality advisor and compliance activities of the Suburban Division including contracted lab services, permit renewals and tracking. The incumbent is also responsible for administering and directing the Industrial Waste Pretreatment Program.

This position oversees the monitoring of local watersheds to analyze and interpret water quality related data which identify water quality conditions, identify threats to water quality, evaluate trends, and model proposed actions.

In addition, this position is responsible for monitoring legislative and regulatory changes proposed at the federal and state level to ensure the Authority's programs will continue to meet all standards for public health and environmental protection.

SUPERVISION EXERCISED:

Exercises supervision over the Laboratory Manager, Quality Manager / SWDA Regulatory Advisor, Engineering Aid II, Environmental Technicians, and Administrative Support Specialist.

Essential Functions:

- Develop and direct the implementation of all Authority compliance and lab programs including drinking water, wastewater, industrial pretreatment, residuals, watersheds, and other programs.
- Oversee all regulatory reporting functions of the Authority to ensure timely and complete submissions and adherence to all permits and regulatory requirements.
- Coordinate compliance department responses to internal and external inquiries as required to support other compliance department managers, or other departments as needed.
- Attend internal or external meetings as may be requested to represent the compliance department.

- Monitor new regulatory issues that may arise during this time period and route to others for review and response or coordinate the organization's response. This may include preparing written comment to regulatory agencies and preparing "change of law" cost analyses for submission to the LCA Contracts Administrator for review and discussion.
- Maintain all water, wastewater, residual waste, and air quality permits and direct programs to ensure the Authority's continued compliance, including renewals, compliance sampling, analytical review, regulatory reporting, and Water Pollution Prevention plans for construction activities onsite. Identifies potential areas of compliance vulnerability and risk; develops / recommends corrective action plans for resolution of problematic issues and provides general guidance on how to avoid or deal with similar situations in the future.
- Conducts all phases of industrial sewer program including evaluating applications, specifying permit conditions, and inspecting sites to attain maximum effluent limitations.
- Formulates and recommends industrial wastewater policy and recommends manner of implementation.
- Surveys and inspects potential industrial dischargers within City/Signatory jurisdictions.
- Researches and maintains knowledge of current regulations and standards related to industrial discharge through networking, training, education and research. Recommends changes and writes and recommends updates to ordinances, resolutions, fees, fines and penalty schedules, compliance agreements, agency response to regulatory and legal bodies and timelines associated with program modifications and compliance projects.
- Provides technical guidance and support to staff on all compliance monitoring program procedures. Initiates action to resolve industrial non-compliance.
- Performs as a liaison with industries to assist in achieving program compliance. Reviews and evaluates industrial self-monitoring reports.
- Establishes service cost procedures.
- Inspects industrial plant operations and pretreatment facilities operations when Pretreatment Inspector is not available.
- Directs others to perform announced and unannounced waste stream sampling.
- Advises on design of monitoring facilities, including sampling probes, manholes, etc.
- Reports on pretreatment program to the federal approval authority at least semi-annually or as needed.
- Implement a FOG program.
- Coordinates the process control sampling program across all LCA water and wastewater facilities
- Support the Laboratory Manager and Quality Advisor in addressing management functions such as personnel actions, contract review, regulatory review / interpretation, etc.
- Assigns, trains, supervises and evaluates personnel and recommends personnel actions such as employment, promotion, transfer, demotion, retention and salary increases.
- Advises staff and industrial users of existing standards and requirements under the Clean Water Act and Resource Conservation and Recovery Act and any amendments or superseding acts thereto.
- Manages the surcharge program for City and Suburban high-strength waste users which includes scheduling of industrial/commercial sampling.
- Manages the Source Water Protection Program.
- Develop and coordinates compliance training and education related to regulatory issues as needed.
- Collect information from other departments on permit issues, permit renewals, notices of violations and LCA responses, and other related activities.

- As appropriate, coordinate any changes to operating or laboratory permits to designate appropriate qualified personnel to serve as the responsible parties for each permit.
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.
- Coordinate internal compliance review and monitoring activities.
- Respond to regulatory agencies for non-compliance issues.
- Investigate wastewater and water compliance incidents, and work with operational personnel to research, develop and implement corrective actions.
- Any other management or coordination of compliance-related activities that may be required as situations arise.
- Develops budgets and staffing plans for the preceding functions.
- Participates in the development of Authority policy relating to compliance functions.
- Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

QUALIFICATIONS:

Education and Experience:

- BS Degree in a technical discipline, chemistry, environmental science or related field.
- A minimum of five (5) years of water/wastewater compliance experience, with at least two (2) years of experience at a managerial / director level including supervision of a laboratory or associated lab contracts.
- Prior experience overseeing an EPA approved Pretreatment Program.
- PA Water and/or wastewater certification preferred

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of the state and federal regulatory compliance standards within the water / wastewater industries, including regulations such as the Federal and State Clean Water Act, Safe Drinking Water Act, and National Pollutant Discharge Elimination System amendments.
- Must have proven leadership skills and ability to build / maintain effective working relationships with others at various levels.
- Demonstrated experience / abilities in planning, assigning, training, supervising and evaluating staff and their work.
- Ability to review, analyze, and make decisions and recommendations on significant operation and compliance-related issues.
- Ability to independently handle necessary administrative matters.
- Ability to supervise and participate in the keeping of records and the preparation of reports.
- Ability to express oneself clearly and concisely, both orally and in writing.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position resides in an office environment. The noise level in the work environment is usually quiet and on some occasions loud.

DISCLAIMER AND SIGNATURE:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

By providing my signature below, I agree and understand that this document includes an accurate description of the essential functions of my position.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____