



JOB POSITION: Water Compliance Specialist

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SUMMARY OF JOB

Oversees and manages drinking water compliance program to ensure all Authority water systems are in compliance with state and federal regulations. Serves as the staff expert on EPA's Safe Drinking Water Act and Virginia Waterworks Regulations. Assists with scheduling and attendance of sanitary surveys, and ensures all deficient items reported are addressed timely and to VDH's satisfaction. Liaison for collaboration between the Authority's Drinking Water Lab and Water Operations teams. Responsible for leading meetings and seeing that compliance issues are resolved. Serves as the lead user for the compliance software; creates and runs reports, verifies data, and ensures schedules are accurate. Reviews waterworks Monthly Operation Reports to flag potential compliance issues. Prepares technical reports and memos. Train staff on compliance. Assists with the preparation of the Annual Water Quality Report.

Minimum Associate's degree from an accredited college or university in Science or Engineering, supplemented by course work in drinking water treatment/distribution plus two (2) or more years of related work experience. Prefer Bachelor's degree in Environmental Science, Chemistry, Biology, Public Health, Civil/Environmental Engineering, or a closely related field.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned or scheduled.

- Oversees and manages assigned specialty areas of program responsibility.
- Serves as the staff expert on EPA Safe Drinking Water Act, Virginia Waterworks Regulations, and drinking water compliance.
- Lead staff for compliance and implementation efforts for state regulations and federal drinking water rules such as Lead & Copper Rules, Total Coliform Rule, PFAS Rule, Consumer Confidence Rule, Disinfection By-Product Rules, etc.
- Establishes and maintains effective working relationships with regulatory agencies to ensure compliance and facilitate collaboration.
- Assists with scheduling and attendance of sanitary surveys, and ensures all deficient items reported are addressed timely and to VDH's satisfaction.
- Liaison for collaboration between Drinking Water Lab and Water Operations.
- Responsible for leading meetings and seeing that compliance issues are resolved.
- Lead user for the compliance software. Creates and runs reports, verifies data, and ensures schedules are accurate. Maintains updates for software.

- Reviews waterworks Monthly Operation Reports to flag potential compliance issues.
- Prepares technical reports and memos.
- Train staff on compliance.
- Assists with the preparation of the Annual Water Quality Report.
- Coordinates with other personnel in the performance of assigned tasks.
- Coordinates with and advises the public on daily or emergency functions.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

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

- Ability to read and comprehend complex regulations and laws.
- Ability develop organizational training classes based upon regulations and laws.
- Ability to oversee assigned work of other personnel in assigned area.
- Ability to review and recommend improvements in processes and procedures for assigned area.
- Ability to think logically and comprehend data.
- Ability to work with minimal supervision.
- Ability to work safely and obey all safety rules both within the Authority and for facilities where activities such as inspections occur.
- Ability to communicate effectively, both verbal and in writing.
- Ability to respond to inquiries from employees and customers orally or in writing as necessary.
- Ability to represent assigned area in meetings attended.
- Ability to identify problems and/or conflict and seek management assistance in dealing with problems and/or conflicts.
- Ability to analyze and solve technical and administrative problems.
- Ability to read and interpret documents such as Rules and Regulations, safety rules, operating and maintenance instructions, maps and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral or diagram form.
- Ability to write reports, correspondences and procedure manuals in a clear concise manner.
- Ability to establish and maintain effective working relationships with co-workers, other Water Authority departments and the general public.
- Ability to work alone or in a team environment.

- Must possess and maintain a good work ethic with a strong emphasis on good attendance, reporting to work on time, completing job assignments in a timely manner, maintaining a good work attitude, performing all job duties as assigned and/or scheduled.

EDUCATION and/or EXPERIENCE

Minimum Associate's degree from an accredited college or university in Science or Engineering, supplemented by course work in drinking water treatment/distribution plus two (2) or more years of related work experience. Prefer Bachelor's degree in Environmental Science, Chemistry, Biology, Public Health, Civil/Environmental Engineering, or a closely related field.

CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS

- Must possess a valid Virginia driver's license with no more than six (6) demerit points prior to employment.
- Must complete/pass the following courses from the University of Sacramento Water Programs within 2 years:
 1. Small Water System Operation and Maintenance
 2. Water Distribution System Operation

PHYSICAL DEMANDS OF THIS JOB

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 regularly required to walk, stand, sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, bend, climb, balance or crawl.
- Employee must regularly lift and/or move up to 50 pounds.
- Employee must be physically able to walk several miles during the day.

WORK ENVIRONMENT ENCOUNTERED IN THIS JOB

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.

- The noise level in the work environment is usually moderate.
- Employee is also subject to exposure to outside weather conditions.
- Employee is also subject to uneven, steep, slippery terrain conditions.
- Employee is also subject to dusty conditions.
- Employee is also subject to exposure to moving mechanical parts.

GENERAL STATEMENT AND SELECTION GUIDELINES

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application
- Rating of education, experience, training and qualifications
- Reference checks
- Interview with WVWA management team
- Applicant must pass a pre-employment physical and drug/alcohol test
- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application
- Job related test might be required and would be administered to all applicants applying for the position